



**Southeastern New York Library Resources Council  
Minutes of the Board of Trustees Meeting  
July 16, 2015**

<b>Board Members Present</b>	Merribeth Advocate, Cathy Carl, Mary Jo Russell, Mary Flad, Barbara Petruzzelli, Kari Mack, Mary Ellen Leimer, Robert Hubsher, A. Floyd Lattin
<b>Present Via Telephone</b>	Amy Schuler
<b>Board Members Excused</b>	Jeannie Stiller, Laura Streett, Duane Watson, Rebecca Gerald, Stephan Macaluso
<b>Representing SENYLRC</b>	Tessa Killian, Ben Shor, Judy Fischetti, Zachary Spalding
<b>Guest</b>	Lynn Miller of Sullivan BOCES School Library System
<b>Call To Order</b>	B. Petruzzelli called the meeting to order at 9:36AM.
<b>Introductions and welcome</b>	B. Petruzzelli introduced A. Floyd Lattin, the council's newly-elected Community-at-Large Trustee.  T. Killian noted that this shall be the final meeting attended by council Bookkeeper Ben Shor, prior to his move out of state.
<b>Approval Of Minutes/Motion To Approve</b>	The minutes of the May 21, 2015 meeting were presented. R. Hubsher requested that, moving forward, more detail be included when documenting trustee-approved amendments to council documents (such as the Official Designations) as well as other specific matters that may require later trustee review.  <i>M. Advocate made a motion to accept the May 21, 2015 minutes. Seconded by M.J. Russell. Motion carried.</i>

<b>New/Old Business</b>	
<b>2014/15 Fiscal Report</b>	B. Shor and T. Killian presented the Revenue and Expenses Previous Year Comparison (July 2014 through June 2015) report. B. Shor led discussion with trustees to address various inquiries to satisfaction. T. Killian led discussion on a former vendor's bankruptcy and its impact on council finances, as well as the anticipated remittance of overdue fees from a hospital member.
<b>Motion</b>	<i>R. Hubsher made a motion to accept and file the fiscal report. Seconded by M. Advocate. Motion carried.</i>

<b>Job Description for Hospital Library Manager and Bookkeeper</b>	<p>T. Killian led discussion on job description drafts for vacant staff positions. Trustees suggested the addition of “other duties as assigned” language to each job description. Trustees also discussed various details of each open position, including projected hours, responsibilities, and wages.</p>
<p><i>Motion</i></p>	<p><b><i>R. Hubsher made a motion to approve the job descriptions as amended. Seconded by M. Flad. Motion carried.</i></b></p>
<p><b>TRAC presentation of Index Data as a viable replacement for SEAL</b></p>	<p>T. Killian led an introductory discussion of the Technology Review and Action Committee’s findings regarding Index Data, a replacement for the software which forms the basis of the Southeastern Access to Libraries (SEAL) program. J. Fischetti led discussion on proposed ILL procedures and other aspects of the proposed replacement. Z. Spalding led a visual presentation to illustrate Index Data in action.</p>
<p><i>Motion</i></p>	<p><b><i>M. Advocate made a motion to move forward with contract negotiations with Index Data to create a virtual union catalog, within the approved budget. Seconded by C. Carl. Motion carried.</i></b></p>
<p><b>Board Committees and Liaisons</b></p>	<p>B. Petruzzelli reviewed committee chairs and board liaisons for FY 2015/16:</p> <p>Committee Chairs:</p> <ul style="list-style-type: none"> <li>• Bylaws Committee: R. Hubsher remains as Chair;</li> <li>• Planning Committee: M. Advocate as Chair;</li> <li>• Trustee and Officer Nominating Committee: D. Watson as Chair;</li> <li>• Finance and Personnel: M. E. Leimer as Chair.</li> </ul> <p>Board liaisons:</p> <ul style="list-style-type: none"> <li>• HLSP: M.J. Russell</li> <li>• RIC: J. Stiller</li> <li>• DAC: A. Schuler</li> <li>• CE: R. Gerald</li> <li>• TRAC: M. Advocate</li> </ul>
<p><b>Plan of Service and Strategic Planning for 2015/16</b></p>	<p>B. Petruzzelli led discussion on the council’s new 5-year Plan of Service, due in April 2016, as well as a new Strategic Plan for the council. Trustees discussed planning process logistics, timeline, funding, and desired content to include in the plans. Trustees determined that the Planning Committee will begin the process in August, in lieu of a Board of Trustees meeting, and will report their progress to the board at the next scheduled meeting in September.</p>
<p><b>Bylaws Revisions ready for Approval</b></p>	<p>The member-approved bylaws changes are as follows:</p> <ul style="list-style-type: none"> <li>• Section 2.1: removal of an unnecessary “and”</li> <li>• Sections 4.7.1 and 4.7.2: new clauses to deal with term limits</li> </ul>

<b>Motion</b>	<b><i>R. Hubsher made a motion to accept the Bylaws revisions as presented. Seconded by M.J. Russell. Motion carried.</i></b>
<b>Annual Meeting Evaluation Review</b>	T. Killian led discussion of the annual meeting evaluation survey results. Trustees discussed the recent annual meeting in terms of programming, attendee feedback, and plans for future meetings in the context of said feedback.
	<b>Informational Items</b>
<b>Director and Staff Reports</b>	T. Killian led discussion on director and staff reports, including the recent NY3Rs staff retreat in Ithaca, NY.
<b>President's Report</b>	B. Petruzzelli had nothing to report this month.
<b>Motion</b>	<b><i>B. Petruzzelli made a motion to commend and thank B. Shor for his years of service and his effort to ensure the financial health of the council. Seconded by R. Hubsher. Motion carried.</i></b>
<b>Reports From Board Members</b>	R. Hubsher reports an open position at the Ramapo-Catskill Library System for an Interlibrary Loan Technical Services Librarian, as well as his system's progress in acquiring digital content and implementing digital lending services.
<b>Adjournment</b>	<b><i>M. Flad made a motion to adjourn at 12:03pm. Motion carried.</i></b>

**signature redacted  
for privacy**

Mary Ellen Leimer, Secretary