



SOUTHEASTERN
NY LIBRARY RESOURCES COUNCIL

Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
April 20, 2017

Board Members Present	Mary Ellen Leimer, Kari Mack, Cathy Carl, Merribeth Advocate, Rebecca Gerald, Ellen Rubin, Amy Schuler, Floyd Lattin, Frank Appell
Board Members Excused	Stephan J. Macaluso, Duane A. Watson, Barbara Petruzzelli, Charles Thomas, Laura Streett, Robert Hubsher
Representing SENYLRC	Tessa Killian, Judy Fischetti
Call To Order	<i>M.E. Leimer called the meeting to order at 9:35am</i>
Amend Agenda	M.E. Leimer noted a change in the agenda such that 'ACT 3 Trustee & Officer Nominating Committee' will be discussed prior to 'ACT 2 Fiscal Report'.
Approval Of Minutes/Motion To Approve	The minutes of the March 16, 2017 meeting were presented to the Board of Trustees. <i>F. Lattin made a motion to accept the minutes as presented. Seconded by E. Rubin. Motion carried.</i>

New/Old Business	
Trustee & Officer Nominating Committee 2017/18 Slate of Candidates	<p>E. Rubin presented the Trustee & Officer Nominating Committee's recommendation for the 2017/18 Slate of Candidates:</p> <ul style="list-style-type: none"> • Representing Academic Libraries Kari Mack, Director of Library Services, SUNY Ulster. Kari is up for election for her second 5-year term, 2017/2018-2021/2022. • Representing Academic Libraries Mark Colvson, Dean, Sojourner Truth Library, SUNY New Paltz. Mark is up for election for his first 5-year term, 2017/2018-2021/2022. • Representing Hospital Libraries Mary Jo Russell, Knowledge Resources Librarian and Archivist, Vassar Brothers Medical Center. Mary Jo is up for election to complete an unexpired term, 2017/2018 - 2020/2021. <p>After the governing membership votes, new Trustees will be announced at the Annual Meeting, June 2, 2017 and terms begin July 1st.</p>

<i>Motion</i>	<p><i>R. Gerald made a motion to accept the committee's recommendations for the 2017/18 Slate of Candidates. Seconded by M. Advocate. Motion carried.</i></p>
2016/2017 Fiscal Report	<p>T. Killian led discussion on the fiscal reports, noting the following:</p> <ul style="list-style-type: none"> • Most of the fiscal year's remaining expected income has either been received or billed (a few vendor invoices and other income such as monthly rent from the Child Find office are pending); • Regarding the report Profit & Loss – CYTD to PY comparison: <ul style="list-style-type: none"> ◦ “HRVH” is to be removed from the line item “Cloud Hosting HRVH”, as that cloud hosting now includes other servers as well; ◦ “GoDaddy SSL Certificate License” may be misplaced in its current position in the report; to be reviewed; ◦ “Webconnect clearing account”, now in the Balance sheet under accounts.
<i>Motion</i>	<p><i>F. Lattin made a motion to accept and file the fiscal reports as amended. Seconded by E. Rubin. Motion carried.</i></p>
Executive Director Performance Evaluation	<p>M.E. Leimer led discussion of the Executive Director Performance evaluation, stating the two goals of establishing a time-line and determining the form/tool to be used. Trustees were provided Southeastern's current evaluation form, the Executive Director job description, and a copy of the Capital District Library Council's (CDLC) Executive Director Evaluation Process and form. Southeastern's current evaluation form is primarily a self-assessment, to be compared/contrasted with an assessment by the Executive Committee.</p> <p>T. Killian noted that Southeastern's current evaluation form should be synced with the newly revised Executive Director job description for consistency. M.E. Leimer suggests that either the Executive Committee or Personnel and Finance Committee perform that 'crosswalk' between the current job description and whichever tool is chosen for the evaluation. Trustees appreciated the format and content of the CDLC example evaluation and noted that it would be beneficial to crosswalk the job description with that document as well.</p> <p>Trustees discussed self-assessment methods and preferences, citing examples from their own institutions and noting the primary importance of a back-and-forth dialogue between the Board of Trustees and Executive Director, that each may have ample opportunity to represent themselves and come to an agreement on the evaluation's findings before finalizing the</p>

	<p>form(s) for the record.</p> <p>Each broad element of the self-assessment (for example, "Fiscal Management") will ask the Executive Director to list her successes, challenges, and planned service improvements for the coming year, as related to those specific elements.</p> <p>Trustees who so volunteered will submit to M.E. Leimer examples of their organization's evaluations, as discussed today; as well, T. Killian will locate and provide the most current Executive Director job description. M.E. Leimer will then draft a document to encompass the discussed evaluation strategies, based on the preferred CDLC document format. It was determined that the Executive Committee will cross-walk the new document with the job description to add relevant elements, to then circulate that draft to the Board of Trustees for their review.</p> <p>The Executive Director evaluation is traditionally conducted towards the end of June and the Executive Committee will endeavor to do so, pending the creation and review of the evaluation tool.</p>
<p>New Membership Applications: Greenwood Lake Public Library and TouroCOM Middletown Medical Library</p>	<p>T. Killian led discussion on two membership applications: an HRVH Membership application from Greenwood Lake Public Library, and a Governing Membership (Academic) application from Touro College of Osteopathic Medicine (TouroCOM) Middletown Medical Library.</p> <p>T. Killian will review program guidelines to determine if TouroCOM is eligible for any Hospital Library Services Program support.</p>
<p>Motion</p>	<p><i>M. Advocate made a motion to approve the Greenwood Lake Public Library's HRVH Membership application. Seconded by C. Carl. Motion carried.</i></p>
<p>Motion</p>	<p><i>E. Rubin made a motion to approve the Touro College of Osteopathic Medicine Middletown Medical Library's Governing Membership (Academic) application. Seconded by M. Advocate. Motion carried.</i></p>
<p>Review and discuss a draft of a new Regional Interlibrary Loan Code</p>	<p>T. Killian and Judy Fischetti, Member Services Librarian, led discussion of the Regional Interlibrary Loan Code draft. J. Fischetti briefed trustees on the following points:</p> <ul style="list-style-type: none"> • The Southeastern region has maintained a Regional Interlibrary Loan Code since the mid-1980s. The code was last revised in 2002. • The Regional Interlibrary Loan Committee is charged with an annual review of the code. This year, during the annual review of the code, the committee thought the code needed revising for two reasons: <ul style="list-style-type: none"> ○ There were parts of the regional code that no

	<p>longer seemed applicable;</p> <ul style="list-style-type: none"> ○ ALA recently went through a lengthy process to revise the Interlibrary Loan Code for the United States. A RIC subcommittee was appointed to review and compare both documents. ● RIC recommends that the region use the Interlibrary Loan Code for the United States with the Explanatory Supplement, a short document of regional specifications and exceptions. Most libraries in the Southeastern region also participate in resource sharing <i>outside</i> of the Southeastern region; using the Interlibrary Loan Code for the United States with regional exceptions simplifies compliance with ILL codes. <p>Trustees inquired about page limits on free copies between regional libraries, and if establishing such limits is contrary to the code rules; the Southeastern regional ILL code sets that limit at 50 free pages out of practicality.</p> <p>The Regional Interlibrary Loan Code draft will go through a regional review this spring; all eight library systems in the region will have an opportunity to comment. RIC will consider the comments from each system. If there is regional consensus, then RIC will request approval from each system in Fall 2017.</p>
<p>“Ask a Lawyer Service” for your review</p>	<p>T. Killian led discussion of the “Ask a Lawyer Service”, currently in use at two other ESLN councils (WNYLC and NNLN) which would pair member institutions with a legal counsel who can offer guidance on relevant matters (such as copyright law).</p> <p>As Southeastern would be the attorney’s “client,” Trustees inquired to Southeastern’s legal liability. T. Killian will inquire with the attorney in question to see how they would be separated from Southeastern in this context and how that has been arranged with the other councils who offer this service.</p> <p>Trustees suggested that this service include an inter-council FAQ made up of past queries, as well as an institution-cap so that any one organization does not draw down the funding for the service with multiple inquiries.</p>
<p>50th Anniversary Planning Committee: update on Annual Meeting and Gala</p>	<p>E. Rubin briefed Trustees on the 50th Anniversary Planning Committee’s progress on arranging the Annual Meeting and Anniversary Gala, both of which continue apace, with catering selections made and other details such as A/V equipment and attendee-favors under discussion. The committee is scheduled to meet following today’s Board of Trustees meeting.</p>
<p>Twila Snead Award</p>	<p>T. Killian reported that the Twila Snead Award subcommittee met yesterday to review nominations and that an announcement is forthcoming.</p>

	Informational Items
Director and Staff Reports	<p>T. Killian led discussion on the Director and staff reports with an expression of appreciation for this year's Advocacy Day turnout: NYLA reports three times as many communications as in previous years.</p> <p>The Westchester Academic Library Directors Organization (WALDO) visited Southeastern and gave a presentation on their Spring update.</p> <p>T. Killian has the lead in organizing the upcoming ESLN retreat at the Carey Institute for Global Good in Rensselaerville, NY, on July 20th.</p> <p>Staff reports included the following details:</p> <ul style="list-style-type: none"> • Carolyn Bennett Glauda, Member Services Librarian for Education and Outreach, and Trustee R. Gerald are involved in a three-day event regarding "High school-to-College Transition" geared toward teachers. Two of the events will be held at Southeastern, the third at Mount St. Mary College. C.B. Glauda is also working on SENY-Con 2017, the Annual Meeting, and the 50th Anniversary Gala. • Alice Graves, Hospital Library Services Program Manager, received a grant from the Upstate New York and Ontario Chapter of the Medical Library Association to attend the MLA conference. In conjunction with Sullivan BOCES A. Graves presented on NOVELNY and MISP for school nurses in March and applied for an NNLM-MAR grant to fund a class on Data Management for Librarians to be taught by two medical librarians from NYU. • J. Fischetti worked with RIC to draft the Regional ILL Code changes and provided SEAL 2.0 statistics indicating a 73% fill-rate. • Jennifer Palmentiero, Digital Services Librarian, is the lead staff person for the state-wide Empire ADC project and is presenting with Trustee Laura Streett today. At a subsequent Board of Trustees meeting, J. Palmentiero will present on this work to inform the Board of the details of her work. • Zachary Spalding, Systems Manager, is also involved in the Empire ADC project and is responsible for creating the front-end website that connects to the back-end database. With T. Killian and J. Fischetti, met with IndexData staff on the topics of SEAL and resource sharing in the region. • Moshe Siegel, Office Manager, solicited multiple estimates for building upkeep including tree removal, parking lot repair, paint touchups, and electrical repairs, and is also

	working on SENY-Con 2017 planning.
Strategic Planning Update	T. Killian noted improvements to the document's format as well as noting that some of the text was provided by staff members to indicate their progress on various points of the Plan.
President's Report	The board President had nothing specific to report to the Board of Trustees at the time of this meeting.
Reports From Board Members - Good of the Order	Trustees had nothing specific to report to the Board of Trustees at the time of this meeting.
Adjournment	<i>K. Mack made a motion to adjourn at 11:52am. Seconded by R. Gerald. Motion carried.</i>

Respectfully Submitted,

signature redacted
for privacy

Cathy Carl
Assistant Secretary & Treasurer