



**Southeastern New York Library Resources Council  
Minutes of the Board of Trustees Meeting  
May 21, 2018**

<b>Board Members Present</b>	Mary Ellen Leimer, Cathy Carl, Barbara Petruzzelli, Merribeth Advocate, Mary Jo Russell, Laura Streett, Rebecca Gerald, Robert Hubsher, Ellen Rubin, Charles Thomas, Mark Colvson
<b>Board Members Excused</b>	Amy Schuler, Floyd Lattin, Duane A. Watson, Kari Mack
<b>Representing SENYLRC</b>	Tessa Killian, Alice Graves
<b>Call To Order</b>	<b><i>M.E. Leimer called the meeting to order at 9:38am</i></b>
<b>Acknowledgement</b>	M.E. Leimer acknowledges Cathy Carl, Assistant Secretary/Treasurer, who is today attending her final Board of Trustees meeting as a Trustee and whose work, committee involvement, and input during meetings have been invaluable contributions. Southeastern staff and Trustees wish her the best of luck!
<b>Approval Of Minutes/Motion To Approve</b>	The minutes of the April 19, 2018 meeting were presented to the Board of Trustees. <b><i>B. Petruzzelli made a motion to accept the minutes as presented. Seconded by M. Advocate. One abstention. Motion carried.</i></b>

<b>New/Old Business</b>	
<b>2017/18 Fiscal Report</b>	<p>T. Killian led discussion of the 2017/18 fiscal report, noting the following:</p> <ul style="list-style-type: none"> <li>• p.4: “Miscellaneous receipts” figures reflect the council being “in good shape” regarding collection of membership dues and other revenue</li> <li>• p.5: The zero figure for contentDM is such due to the council’s discontinued use of their maintenance service, which is no longer of assistance</li> <li>• p.6: figures show the council to be under-budget</li> </ul> <p>Trustees inquired as to the slight decrease in State Aid; T. Killian explains this is due to a decrease in MISP funding. The matter will be explored to determine the extent/reasoning.</p>
<b>Motion</b>	<b><i>M. Colvson made a motion to accept and file the fiscal reports as presented. Seconded by C. Thomas. Motion carried.</i></b>

<p style="text-align: center;"><b>Report from the HLSP Ad-Hoc Committee: plan for HLSP Services</b></p>	<p>M.J. Russell led discussion of the plan for HLSP Services, noting the following updates to the previously-presented draft:</p> <ul style="list-style-type: none"> <li>• The proposed categories of HLSP membership (“A” and “B”) have been designated “Librarian Hospital” and “Contract Hospital”</li> <li>• Member hospitals will have a full program year’s notice on program changes</li> <li>• Alice Graves, Southeastern’s HLSP Manager, will function as contract librarian for the program’s pilot with Helen Hayes Hospital, to be paid for those hours (4.5 hours per week) outside of HLSP funds (the resulting freed-up HLSP funds will be reallocated toward electronic resources to increase those subsidies)</li> <li>• The proposed hourly rate for a contract librarian is \$90/hour with a minimum requirement of four hours per week</li> </ul> <p>Trustees suggested that language be adjusted in the approval request to indicate which components the Board approves of “in principle” (the hiring of a contract librarian in the future and the entering into of contracts with member hospitals) versus that which is explicitly approved today (moving forward with the pilot to collect data with A. Graves as the acting contract librarian).</p>
<p style="text-align: center;"><b>Motion</b></p>	<p><b><i>M. Advocate made a motion to approve the HLSP Ad-Hoc Committee’s recommendation as presented and amended today, May 21, 2018, in DOC 0518 ACT 3 and to approve in principle of entering into contracts with area hospitals for this service as well as approving in principle of the hiring of a contract librarian, the details of which shall be informed by the Helen Hayes pilot program data to be presented to the Board at a future date. Seconded by B. Petruzzelli. Motion carried.</i></b></p>
<p style="text-align: center;"><b>Reserve Fund Balance Draft Policy</b></p>	<p>T. Killian led discussion of the Reserve Fund Balance Draft Policy, noting the three reserve funds to be created with this policy: a Cash Flow Reserve Fund (to maintain five months of operating expenses), a Restricted Grant Fund (subject to external restrictions, including grant restrictions, laws, or regulations), and an Unallocated Fund (remaining balances after the other funds have been considered and could result in a surplus or deficit). The proposed policy would provide financial stability, cash flow for operations, and assurance that Southeastern will be able to respond to emergencies with fiscal strength.</p> <p>Trustees suggest a change to the language to replace “Intent may be expressed by the Board” with “Board approval is required to use the unallocated fund balance.”</p>

<p><b>Motion</b></p>	<p><b><i>M. Colvson made a motion to accept the reserve fund balance draft policy as amended. Seconded by E. Rubin. Motion carried.</i></b></p>
<p><b>Finance and Personnel Committee: Budget Proposal for FY 2018/19</b></p>	<p>M.E. Leimer introduces the budget discussion, noting that the Board will enter Executive Session during the course of the discussion in order to discuss salary specifics; first, Trustees will review and discuss the summary document.</p> <p>T. Killian led discussion of the Budget Proposal for FY 2018/19 with a breakdown of the spreadsheet layout and headings, and noted, in part, the following (DOC 0518 ACT 5, presented to the Board today, contains the complete list of budget adjustments and spreadsheets):</p> <ul style="list-style-type: none"> <li>• State Aid is to go up by about 1% (MISP-decrease inquiry pending).</li> <li>• Revenue includes pass-through funds that libraries pay us for electronic resources and other services.</li> <li>• Southeastern generates \$38,640 from contracts with libraries. This is after the pass through has been removed.</li> <li>• Membership dues increase by 3% and we anticipate slightly increased revenue for our service fees.</li> <li>• Interest income may increase by 43%.</li> <li>• HVVACC SUNY is reduced because we will not be hosting the Dorsky's server in the new year. We will continue to host their Omeka exhibits for a fee.</li> <li>• Greater Hudson Heritage Newark is using the conference room for a fee.</li> <li>• Child Find's lease is up for renewal in September and the recommendation shall be to keep their rent the same, as they are paying fair market value.</li> <li>• Southeastern received a \$5,000 NNYLM Health Information Awareness award.</li> <li>• Recommended salary and benefits expenditures are up by 6%. A portion of this increase, 3.68%, is due to the addition of the salary for the Finance Manger, which was previously listed as Accountant Consultant.</li> <li>• The Finance and Personnel Committee is recommending a 2.8 % salary increase for staff and salary adjustments for four staff salaries.</li> <li>• The expenditures for benefits increase because of the estimated rise in the rates to health insurance in 2019.</li> <li>• We anticipate moving HRVH from our locally hosted server to New York Heritage. There will ultimately be an annual savings of about \$4k in 2019/20, but for 18/19 we've included migration costs.</li> </ul> <p>Trustees inquired about the funds available for Southeastern staff</p>

	<p>continuing education/conference attendance. The “Conference Registration for Staff” line covers such expenses. Trustees suggest in the future providing staff a list of upcoming continuing education opportunities to properly budget for those expenses and to encourage staff to make use of those funds. Likewise mentioned was Board of Trustees development, i.e., revisiting the previous determination to hold semi-regular Board retreats to develop Trustee skills. This is to be discussed further at a future meeting.</p>
<b><i>Motion to Enter Executive Session</i></b>	<b><i>R. Hubsher made a motion to enter Executive Session to discuss salary at 11:06am. Seconded by C. Thomas. Motion carried.</i></b>
<b>Executive Session</b>	<p>During the executive session, the following was noted:</p> <ul style="list-style-type: none"> <li>• In an effort to reach the benchmarked or fair market value salaries for staff, salary data will be reviewed in subsequent years</li> <li>• It was suggested that we explore a salary step scale for staff positions</li> </ul>
<b><i>Motion to Leave Executive Session</i></b>	<b><i>R. Hubsher made a motion to leave Executive Session at 11:40am. Seconded by B. Petruzzelli. Motion carried.</i></b>
<b><i>Motion</i></b>	<b><i>R. Hubsher made a motion to approve the budget proposal for FY 2018/19. Seconded by M. Advocate. Motion carried.</i></b>
<b>Official Designations for FY 2018/19</b>	T. Killian led discussion of the Official Designations for FY 2018/19, noting the pre-determined dates for Board of Trustees meetings and the associated alternate dates.
<b><i>Motion</i></b>	<b><i>R. Hubsher made a motion to accept the Board of Trustee meeting dates, accountant, lawyer, and financial institutions as presented in the Official Designations for FY 2018/19. Seconded by C. Thomas. One Trustee absent from room during motion. Motion carried.</i></b>
<b><i>Motion</i></b>	<b><i>M. Advocate made a motion to approve the Internal Auditor and Financial Clerk Designation as presented. Seconded by C. Thomas. One Trustee absent from room during motion. Motion carried.</i></b>
<b><i>Motion to Amend Agenda</i></b>	<b><i>M. Colvson made a motion to amend the agenda to discuss the HRVH Migration at a future meeting due to time constraints. Seconded by C. Thomas. Motion carried.</i></b>
<b>Report from the Finance and Personnel Committee</b>	M.E. Leimer noted the information document available to Trustees; much of the content has already been reviewed in the budget and other discussions at today’s meeting. Also noted was the Department of Labor’s guidance concerning the Employee Policy Handbook, which includes a recommendation to have two separate documents, a policy handbook and an employee handbook.

<b>Trustee and Officer Nominating Committee</b>	E. Rubin led discussion of the Trustee and Officer Nominating Committee's recent work, informing Trustees that the ballot to nominate Trustees was sent to governing members on April 30 <sup>th</sup> and closes on May 24 <sup>th</sup> ; E. Rubin reminds governing members to cast their votes before the poll closes.
<b>Annual Meeting 2018</b>	T. Killian led discussion of the Annual Meeting, noting that 72 registrants have signed up as of today. Directions and parking information will be sent to registrants and added to the event page. The Board of Trustees will meet at 8:45am the morning of the Annual Meeting to approve new officers and to pass a resolution honoring retiring staff member Judy Fischetti.
<b>Twila Snead Award</b>	T. Killian led discussion of the annual Twila Snead Award, announcing the winner as Vassar College for their adLIB program, designed to sync with the campus-wide "Transitions" program to acclimate students to campus life as well as to library resources for academic work and research.
	<b>Informational Items</b>
<b>Director and Staff Reports</b>	T. Killian led discussion on Director and staff reports, informing Trustees that Kelsey Milner has been hired and starts on June 25 <sup>th</sup> as Southeastern's Resource Sharing and Cataloging Librarian. Kelsey's start date will allow her to work with Judy for a week's orientation to the role. Having met with Kelsey, the staff is excited for her to join the team in-office.
<b>President's Report</b>	M.E. Leimer notes the upcoming Executive Director evaluation; the Personnel and Finance Committee will be contacted to begin this annual process.
<b>Reports From Board Members</b>	R. Hubsher notes the retirement of Senators Larkin and Bonacic, both staunch supporters of NYS libraries, and encourages Trustees to contact those running to fill those positions to advocate for continued library support.
<b>Good of the Order</b>	Trustees had nothing specific to bring to the Board's attention at this time.
<b>Adjournment</b>	<b><i>B. Petruzzelli made a motion to adjourn at 11:58am. Seconded by C. Thomas. Motion carried.</i></b>

Respectfully Submitted,

Laura Streett  
Secretary