



**Southeastern New York Library Resources Council  
Board of Trustees Meeting  
July 20, 2017**

<b>Board Members Present</b>	Charles Thomas, Laura Streett, Robert Hubsher, A. Floyd Lattin, Rebecca Gerald, Ellen Rubin, Duane Watson, Mary Ellen Leimer, Cathy Carl, Amy Schuler, Mark Colvson, Mary Jo Russell
<b>Board Members Excused</b>	Merribeth Advocate, Barbara Petruzzelli, Kari Mack
<b>Representing SENYLCRC</b>	Tessa Killian, Jennifer Palmentiero, Carolyn Bennett Glauda
<b>Call To Order</b>	M.E. Leimer called the meeting to order at 9:38AM.
<b>New Business</b>	
Approval of Minutes	M.E. Leimer presented the minutes of the June 2, 2017 Board of Trustees meeting. E. Rubin noted that her name was erroneously placed in the "present" line though she was not in attendance.
<b>Motion</b>	<b><i>R. Hubsher made a motion to approve the minutes as amended. Seconded by C. Thomas. Motion carried.</i></b>
Establish BoT Meeting Guidelines	<p>M.E. Leimer briefed Trustees on the formation of "meeting guidelines," to be established by the Trustees to the end of improving meeting organization as well as the equitable allotment of discussion time. C. Thomas volunteered to take notes, which will be refined into a set of guidelines based both on today's discussion as well as input from absent Trustees.</p> <p>T. Killian noted the difference between Bylaws-dictated meeting "rules" versus today's establishment of meeting "guidelines," with the latter being a set of discussion-management strategies, solely determined and agreed-upon by Trustee consensus. Trustees were presented generic examples of guidelines (such as "meetings will begin and end on time") to initiate the conversation.</p> <p>Trustees brainstormed and discussed possible meeting guidelines; C. Thomas documented the main points on a flipchart. T. Killian will format the list and distribute it to the Trustees for their review, as well as to allow absent Trustees to contribute, before the guidelines are finalized. Once complete, the guidelines will be visible during subsequent Board of Trustees meetings for reference and addenda.</p>

Fiscal Report for 2017/18	<p>T. Killian led discussion of the fiscal reports, noting the recent hiring of a new bookkeeper, Liz Gurdin. Trustees inquired on the following points in the fiscal reports:</p> <ul style="list-style-type: none"> <li>• p.1, line 6.99 "Fall Into Books (fiscal spsr)" reflects the 2016 event for which Southeastern collected and logged registration and book fees.</li> <li>• p.8, "Sheraton" payment was largely reimbursed by a grant for staff member Alice Graves to attend the UNYOC 2017 Annual Meeting.</li> <li>• Regarding the council's car, it was noted that payments for the lease are drawn from a few different budget classes.</li> </ul>
<b>Motion</b>	<p><b><i>F. Lattin made a motion to accept and file the fiscal reports as presented. Seconded by R. Hubsher. Motion carried.</i></b></p>
Financial Institution Updates: ICS Agreement to Insure Funds	<p>T. Killian led discussion of some changes at Empire State Bank, which has been purchased by Salisbury Bank and Trust Company, and is now known as Riverside Bank:</p> <ul style="list-style-type: none"> <li>• Salisbury Bank and Trust Company needs to secure Southeastern's funds that are over the FDIC limit of \$250,000 in a new way. They no longer offer the same "pledge" of Southeastern's fund balances.</li> <li>• John Sorlie, the bank manager, recommended that Southeastern set up an Insured Cash Sweep (ICS) with the bank. Through the ICS, Southeastern's funds over \$250,000 are placed in deposit accounts at ICS network members, and those banks provide access to additional FDIC insurance coverage.</li> <li>• T. Killian recommended that Southeastern keep a balance of \$250,000 in Salisbury Bank and Trust Company and establish an Insured Cash Sweep with Salisbury Bank and Trust Company, where the remaining funds will be kept, and secured with FDIC insurance.</li> <li>• If Trustees are in agreement, a document need be signed by all of the authorized bank signers: T. Killian, M.E. Leimer, A. Schuler, and B. Petruzzelli.</li> </ul> <p>Trustees expressed the following considerations and concerns:</p> <ul style="list-style-type: none"> <li>• Southeastern's deposits need to be collateralized for the ultimate security of institutional money;</li> <li>• As an organization that receives state funding, collateralized deposits may be legally required for Southeastern accounts;</li> <li>• Insured Cash Sweep (ICS) is a private company with the goal of profiting from the fees associated with this service;</li> <li>• Salisbury Bank and Trust Company is headquartered in Connecticut, which opens Southeastern to interstate</li> </ul>

	<p>complications should any legal issues arise;</p> <ul style="list-style-type: none"> <li>• A single, local financial institution that offers collateralized deposits to handle all of Southeastern's needs would be ideal (T. Killian notes that the move to Empire State Bank was to the end of such a consolidation of Southeastern's accounts).</li> <li>• This Action item (DOC 0720 ACT 3) is to be tabled pending further research and discussion.</li> </ul>
<b><i>Motion</i></b>	<b><i>R. Hubsher made a motion to allow the Executive Committee to approve a bank change to an institution that provides collateralized deposits, after T. Killian conducts local research and prior to the next Board of Trustees meeting. Seconded by E. Rubin. Motion carried.</i></b>
New HRVH Membership Application from The Reher Center	T. Killian led discussion of an HRVH membership application from The Reher Center, located in Kingston, NY. T. Killian briefed Trustees on The Reher Center's application details and their desired contributions to HRVH. Trustee F. Lattin recused himself from this discussion as he is involved with the applicant organization.
<b><i>Motion</i></b>	<b><i>R. Hubsher made a motion to approve the HRVH Membership Application from The Reher Center. Seconded by C. Thomas. One recusal. Motion carried.</i></b>
Board Committees (Roster, Committees, Liaisons; Ad-Hoc Committees and Taskforces: Building, Advocacy, HLSP)	<p>T. Killian led discussion of the Board of Trustees roster and committee documents, which included FY 16/17's committee makeup as well as a blank template for FY 17/18. Trustees were asked to communicate their desired involvement with the standing committees, as well as with the following proposed Ad-Hoc committees:</p> <ul style="list-style-type: none"> <li>• "Advocacy Ad-Hoc" to assist staff with planning advocacy as outlined in the Strategic Plan;</li> <li>• "HLSP Ad-Hoc" to address hospital library matters;</li> <li>• "Building Task Force" for facilities-related matters.</li> </ul> <p>It was determined that the standing Planning Committee would take on Advocacy efforts and be rebranded as the "Planning and Advocacy Committee". Trustees will provide their committee preferences to T. Killian either today or in the next few days.</p>
<b><i>Motion</i></b>	<b><i>R. Hubsher made a motion to create the Planning and Advocacy Committee. Seconded by D. Watson. Motion carried.</i></b>
Presentation on EmpireADC by Jennifer Palmentiero	Jennifer Palmentiero, Southeastern's Digital Services Librarian, led discussion of EmpireADC (a state-wide collections-description repository project). Trustees were provided a visual presentation and explanations of its various features. L. Streett noted that J. Palmentiero has devoted much effort to this large-scale project.

2017 Annual Meeting Evaluations	Carolyn Bennett Glauda, Southeastern's Member Services Librarian for Education and Outreach, led discussion of the results from the 50 <sup>th</sup> Annual Meeting feedback survey. Overall feedback was positive, with praise for the poster-session-in-lieu-of-a-keynote format. Critiques focused primarily upon aspects of location: acoustics and fare. Those matters, as well as refinements to the poster sessions, will be kept in mind for future Annual Meetings. Trustees thanked C.B. Glauda for her efforts.
Director and Staff Reports	Trustees were presented with newly-formatted staff reports for their review. T. Killian noted the changes to the reports, subject to further adjustment pending Trustee feedback. The reports now fall into three categories: <ul style="list-style-type: none"> <li>• Management and Operations;</li> <li>• Staff reports in context of the Plan of Service elements;</li> <li>• Strategic Plan updates (to be provided per meeting as appropriate; Trustees will receive this report at the next Board of Trustees meeting).</li> </ul> It was suggested that future staff reports be sorted by Plan of Service element, rather than by staff member, for clarity.
President's Report	M.E. Leimer thanked Trustees for submitting feedback on the Executive Director evaluations. The evaluations and feedback will next be presented to the Executive Committee.
Reports from Member Systems	R. Gerald informed Trustees of a new Director at the Orange-Ulster School Library System.  R. Hubsher discussed a new Overdrive app, "Libby", for accessing digital content. RCLS has been working on improving their own mobile app and will be adding a subject-search feature. As well, RCLS is working on Blue Cloud visibility, which harvests their catalog and attaches metadata, making the catalog available in web searches.
Good of the Order	Trustees had nothing specific to report at this time.
Adjournment	<b><i>C. Thomas made a motion to adjourn at 11:51am. Seconded by R. Gerald. Motion carried.</i></b>

**signature redacted  
for privacy**

Laura Streett, Secretary