



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
April 18, 2019**

Board Members Present	Mary Jo Russell, Robert Hubsher, Ellen Rubin, Charles Thomas, Rebecca Gerald, Kari Mack, Mark Colvson, Duane Watson, Laurie Shedrick, Gina Shelton, Amy Schuler, Floyd Lattin, Barbara Petruzzelli
Board Members Excused	Mary Ellen Leimer, Laura Streett
Representing SENYLRC	Tessa Killian, Alice Graves
Call To Order	<i>R. Hubsher called the meeting to order at 9:36am.</i>
Approval of Agenda	<i>F. Lattin made a motion to approve the meeting agenda. Seconded by D. Watson. Motion carried.</i>
Approval of Minutes of the March 21, 2019 Meeting	The minutes of the March 21, 2019 meeting were presented to the Board of Trustees. <i>L. Shedrick made a motion to accept the minutes as presented. Seconded by E. Rubin. One abstention. Motion carried.</i>

New Business	
Fiscal Reports for March 2019	
<i>Motion to accept the Fiscal Report for March 2019</i>	<p><i>B. Petruzzelli made a motion to accept the Fiscal Reports for March 2019 as presented. Seconded by M.J. Russell.</i></p> <p>T. Killian noted the following:</p> <ul style="list-style-type: none"> • To date, renovation work is on budget. Carpets are being installed in May, followed by the ramp construction, and lastly the parking lot repairs. The goal is to complete work by the end of the fiscal year. • p.3: The "SUNY LSP Kickoff" item is a passthrough; the council managed registration as a fiscal agent, an opportunity to get Southeastern's name out to the community and aid the membership. <p><i>R. Hubsher called the question. Motion carried.</i></p>

Report from the Trustee and Officer Nominating Committee: Trustee Nominations	
Motion to approve Candidate Slate	<p>E. Rubin led discussion of the Report from the Trustee and Officer Nominating Committee.</p> <p>The candidates for election to Southeastern's Board of Trustees are:</p> <p><u>Representing Academic Libraries</u></p> <ul style="list-style-type: none"> • Becky Albitz, Director, James A. Cannavino Library, Marist College. Becky is up for election for her first 5-year term, 2019/2020 - 2023/2024. • Virginia Dunnigan, Director, Loughheed Library, St. Thomas Aquinas College. Virginia is up for election to complete an unexpired term, 2019/2020 - 2021/2022. • Laura Streett, Digital Archivist and Access Librarian, Vassar College Libraries. Laura is up for election for her first 5-year term, 2019/2020 - 2023/2024. <p><u>Representing the Mid-Hudson Library System</u></p> <ul style="list-style-type: none"> • Laurie Shedrick, Assistant Director/Technology Operations Manager, Mid-Hudson Library System. Laurie is up for election to complete an unexpired term, 2019/2020 - 2020/2021. <p><u>Representing the Ramapo Catskill Library System</u></p> <ul style="list-style-type: none"> • Grace Riario, Assistant Director & Outreach Coordinator, Ramapo Catskill Library System (RCLS). Grace is up for election to complete an unexpired term, 2019/2020. <p><u>Representing Cultural Heritage Organizations</u></p> <ul style="list-style-type: none"> • Geoffrey Miller, Ulster County Historian, Chair of the Steering Committee for the Reher Center for Immigrant Culture and History. Geoffrey is up for election for his first 5-year term, 2019/2020 - 2023/2024 <p><i>R. Hubsher called the question on the committee motion to approve the slate of candidates as presented. Motion carried.</i></p>
Report from the Finance and Personnel Committee: Health Insurance Resolutions	
Report from the Finance and Personnel Committee	<p>A. Schuler led discussion of the Finance and Personnel Committee's report.</p> <p>A comprehensive review of the council's personnel policies is underway. Draft policies are available for Trustee review. The current Employee Policy Handbook will be replaced when the new policies are approved.</p> <p>The committee is making a recommendation to modify the</p>

	<p>Council's health insurance plan in order to reduce costs. Two ways to do so are to change the plan and to change the contribution level for the retiree classification. Combined, these changes could save the council over 10K in the 2019/20 budget. NYSHIP requires 90 days' notice to make changes to the plan and contribution levels.</p> <p>The Excelsior Plan has lower premiums for both the staff and the council. The Excelsior Plan offers the same benefits; the difference is that with the Excelsior Plan the copays are higher for the employee.</p>
<p><i>Motion to change insurance plans as presented</i></p>	<p>Recommendation to change Southeastern's health insurance from the NYSHIP Empire Plan to the NYSHIP Excelsior Plan effective in August 2019 for all classifications of employees.</p> <p><i>R. Hubsher called the question on the committee motion to change Southeastern's health insurance from the NYSHIP Empire Plan to the NYSHIP Excelsior Plan effective in August 2019 for all classifications of employees. Two abstentions. Motion carried.</i></p>
<p><i>Motion to change contribution amount as presented</i></p>	<p>Recommendation to change Southeastern's contribution rate in August 2019 for retirees to 50% of the cost for individual coverage and 35% of the cost of dependent coverage.</p> <p>This rate is the minimum contribution rate allowable by NYSHIP. The council's Health Insurance Policy changed and Southeastern does not cover retirees, but because of civil service law, one retiree is grandfathered into the system.</p> <p><i>R. Hubsher called the question on the committee motion to change Southeastern's contribution rate in August 2019 for retirees to 50% of the cost for individual coverage and 35% of the cost of dependent coverage. Two abstentions. Motion carried.</i></p>
<p>VITAL Staffing Update: Contract Hours Revisions; Edits to the Membership Criteria</p>	
<p><i>Motion to approve edits to the membership criteria</i></p>	<p><i>B. Petruzzelli made a motion to approve edits to the membership criteria to include VITAL Staffing as presented. Seconded by G. Shelton.</i></p> <p>T. Killian noted the previously approved membership criteria document, to which VITAL staffing has been added, including service fees.</p> <p><i>R. Hubsher called the question. Motion carried.</i></p>
<p><i>Motion to approve contract hours revisions</i></p>	<p><i>M.J. Russell made a motion to approve contract hours revisions as presented. Seconded by M. Colvson.</i></p> <p>The revision states that the contract hours minimum will be</p>

	<p>changed from four hours to two hours. This will lower the bar for entry into the VITAL program and aid certain members to participate; in the case of members lacking a staff librarian, this will allow them to comply the HLSP law and regulations and Southeastern's membership criteria. The idea is that the program will grow over time with experience and advocacy and that its value will result in wider adoption.</p> <p><i>R. Hubsher called the question. Motion carried.</i></p>
<p>Retirement Resolution for Alice Graves</p>	
<p><i>Motion to approve Retirement Resolution</i></p>	<p>Southeastern's HLSP Manager, Alice Graves, is retiring on May 19, 2019. Alice has worked in this position since October, 2015. She has been instrumental in the development of the VITAL service, including beta testing at Helen Hayes Hospital.</p> <p>Today's resolution honors her work at Southeastern and her retirement. R. Hubsher read to Trustees the resolution for Alice Graves' retirement.</p> <p><i>R. Hubsher called the question. Motion carried.</i></p>
<p>Old Business</p>	
<p>Board Retreat Follow-up</p>	
<p>T. Killian led discussion of the Board Retreat held on March 21, 2019. Those Trustees who have yet to do so were asked to fill out the follow-up evaluation and to contribute to the suggestion/feedback box; example responses were provided. The notes generated from the retreat were since transcribed and provided to Trustees and will be applied to future orientations.</p>	
<p>Library Aid Update</p>	
<p>T. Killian reported that the New York State budget passed and that libraries secured flat funding, neither an increase nor a decrease. Southeastern's upcoming 2019/2020 budget will be based on these figures. It was reiterated that year-round advocacy remains of the utmost importance in maintaining and possibly increasing funding. This advocacy should not be limited to Albany alone, but rather, focused locally as well, especially with the influx of new legislators throughout the region.</p>	
<p>Annual Meeting 2019</p>	
<p>T. Killian led discussion of the 52nd Annual Meeting of the Council, to be held on Friday, June 7th at the Thayer Hotel, West Point. Invitations have been distributed to the membership and web registration is live. As usual the Board of Trustees will meet at the outset for a brief business meeting.</p>	
<p>Twila Snead Award</p>	
<p>T. Killian led discussion on the 5th annual Twila Snead Award. Trustees were asked to submit nominations for the ad hoc committee to consider. Nominations close May 3rd.</p>	

Informational Items
Director and Staff Reports
<p>T. Killian led discussion of the Director and Staff reports:</p> <ul style="list-style-type: none"> • For the second year, Southeastern sent members a Membership Benefits mailing that includes dues information and tailored statistics about each members' participation in Southeastern services and events, to detail the annual value of their membership. Staff assemble this data in a shared spreadsheet. • Staff members Jen Palmentiero and Kelsey Milner continue their work on the collections transition from HRVH to NY Heritage, as well as preparing metadata for the final DPLA harvest at the end of May. • The Cary Institute has migrated to Southeastern's special library catalog. • The HLSP Manager position has been listed and the Council has received a few applications so far. • Upcoming programs: On April 25th Stephanie Adams will host a morning of copyright and contract consultations, with a workshop to follow in the afternoon; on May 2nd, a Marketing Toolkit workshop.
President's Report
<p>R. Hubsher reported to Trustees that his final day in office prior to retirement will be April 26th. Grace Riario will hold the position of Interim Director of RCLS while applications are reviewed.</p>
Report from Member Systems
<p>R. Gerald reported to Trustees that Maura Albertson has joined Ulster BOCES as School Library System Coordinator. As well, the School Library Media Specialists of Southeastern NY are holding their annual symposium on May 4th; Lisa Cline-Ransom of Rhinebeck is set to receive the Rip Van Winkle Award at that event.</p> <p>L. Schedrick reported to Trustees that MHLS recently resigned a 5-year contract with Innovative; likewise, MHLS is in process of renegotiating its delivery service.</p> <p>M. Colvson reported to Trustees that the SUNY system is moving to a new library service platform that will be a shared catalog for the entire SUNY system, among other improvements and exciting changes.</p>
Good of the Order
<p>B. Petruzzelli reported to Trustees that on May 22nd, Mount Saint Mary College will host the ACRL Spring Conference—and the next day, the ACRL Roadshow workshop.</p> <p>D. Watson reported to Trustees Wilderstein's recent collaborations, such as documents on loan to the Roosevelt library for an exhibition on FDR and Churchill, and to the Albany Institute for an exhibition on the Schuyler Sisters. Another collaboration, this one between Wilderstein and Marist College, will give Marist students access to materials.</p> <p>E. Rubin reported to Trustees that the NYS Writer's Hall of Fame induction ceremony, of which she is the co-chair, is upcoming on June 4th, its 10th anniversary.</p> <p>C. Thomas reported to trustees that Urban Archives, a geolocation app that provides historic tours and images, has chosen Newburgh as its next point of interest. Southeastern</p>

staff member Jen Palmentiero is involved in preparing the materials with the Newburgh Free Library.

Adjournment

***C. Thomas made a motion to adjourn at 11:50am. Seconded by M. Colvson.
Motion carried.***

Respectfully Submitted,

Laura Street,
Secretary