



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
November 15, 2018**

Board Members Present	Robert Hubsher, Ellen Rubin, Charles Thomas, Amy Schuler, Gina Shelton, Rebecca Gerald, Barbara Petruzzelli, Mark Colvson, Mary Ellen Leimer, Floyd Lattin, Laura Streett, Kari Mack
Board Members Excused	Mary Jo Russell, Merribeth Advocate, Duane A. Watson
Representing SENYLRC	Tessa Killian
Call To Order	<i>R. Hubsher called the meeting to order at 9:35am.</i>
Welcome and Approval of Agenda	<p>Trustees welcomed Tonia Crown and Davide DiGenova from RBT CPAs, LLP, here to review the Draft Audit Report for 7/1/17—6/30/18 and 990 Tax filing.</p> <p>E. Rubin requests the agenda be amended to include a report from the Trustee and Officer Nominating Committee, at the end of New Business discussions.</p> <p><i>F. Lattin made a motion to accept the agenda as amended. Seconded by C. Thomas. Motion carried.</i></p>
Approval Of Minutes of the Meeting	<p>The minutes of the October 18, 2018 meeting were presented to the Board of Trustees.</p> <p><i>C. Thomas made a motion to accept the minutes as presented. Seconded by M.E. Leimer. Motion carried.</i></p>

New/Old Business	
Draft Audit Report for 7/1/17—6/30/18; 990 Tax filing from RBT CPAs, LLP	
<i>Motion to approve Draft Audit Report for 7/1/17—6/30/18; 990 Tax filing</i>	<p>T. Killian introduced Tonia Crown and Davide DiGenova from RBT CPAs, LLP.</p> <p>Ms. Crown walked trustees through the Report to Board Members and the Draft Audit Report, noting a clean opinion letter and minor adjustments to the audit documents. Mr. DiGenova walked Trustees through the 990 Tax filing document.</p> <p><i>A. Schuler made a motion to receive the Draft Audit Report for 7/1/17—6/30/18 and 990 Tax filing. Seconded by C. Thomas. Motion carried.</i></p>

Fiscal Report for October 2018	
<p>Motion to accept the Fiscal Report for October 2018</p>	<p>B. Petruzzelli made a motion to accept the Fiscal Reports as presented. Seconded by R. Gerald.</p> <p>T. Killian noted the following:</p> <ul style="list-style-type: none"> • Insurance funds received in relation to the recent flood damage have been moved to “miscellaneous income” as requested • The noted payment to the Salvation Army was for the Fall Into Books program • Fund Reserve balances have been added; efforts are underway to get the information into Quickbooks <p>R. Hubsher called the question. Motion carried.</p>
<p>Draft Sexual Harassment Prevention Policy</p>	
<p>Motion to Approve the Draft Sexual Harassment Prevention Policy</p>	<p>M.E. Leimer made a motion to accept the Draft Sexual Harassment Prevention Policy as presented. Seconded by C. Thomas.</p> <p>R. Hubsher led discussion of the Draft Sexual Harassment Prevention Policy, noting that the draft contains both policy as well as procedure components.</p> <p>Trustees discussed splitting the content out, with consideration to Southeastern’s attorney’s direction that separating policy and procedure may conflict with the new legal guidelines. Trustees determined that the inclusion of a table of contents would provide sufficient clarity for those reviewing the document.</p> <p>T. Killian noted that staff will be trained annually, per state regulations; the format and timing of that training is forthcoming.</p> <p>R. Hubsher called the question with the friendly amendment that a table of contents be included. Motion carried.</p>
<p>EmpireADC Budget Adjustment Request</p>	
<p>Motion to approve the EmpireADC Budget Adjustment Request</p>	<p>B. Petruzzelli made a motion to create a new budget class for Empire ADC. Seconded by L. Streett. One abstention. Motion carried.</p> <p>M.E. Leimer made a motion for a budget adjustment of \$7,000 from the allocated fund balance to increase the Empire ADC consulting service funds to \$10,900. Seconded by M. Colvson . Motion carried.</p> <p>T. Killian noted that the consultant in question, Peter Herdrich, was a recommendation of the Metro Library Council and that his</p>

	proposal is promising for the work to be done for the EmpireADC service (drafting a business plan, establishing a statewide payment structure, etc.).
Trustee and Officer Nominating Committee (Agenda Addendum)	
Trustee and Officer Nominating Committee	<p>E. Rubin informed trustees that Trustee Merribeth Advocate has announced her retirement from the Mid-Hudson Library System, effective December 14, 2018. This creates a Board vacancy.</p> <p>M. Advocate’s unexpired term ends June 30, 2021. Recommendations for a nominee to finish that term are forthcoming at the January 2019 Board of Trustees meeting.</p>
HLSP Agreement Revisions	
Motion to accept the HLSP Agreement Revisions	<p><i>M. Colvson made a motion to accept the HLSP Agreement documents as revised and presented. Seconded by E. Rubin.</i></p> <p>Trustees note the following final corrections:</p> <ul style="list-style-type: none"> • p.2 of the “Agreement with VITAL Staffing”, point 3: “2” should be changed to “C.2” • p.5, point 19: change “maintaining” to “maintain” <p><i>R. Hubsher called the question, noting the corrections to be applied. Motion carried.</i></p>
2019 Annual Meeting	
T. Killian led a discussion of the 2019 Annual Meeting, to be held June 7, 2019, announcing that the Thayer Hotel, adjacent to the West Point grounds, has been selected as the venue. Brunch is to be served. Miguel Figueroa of the ALA has been approached as a potential keynote. Trustees are invited to suggest alternative speakers.	
Informational Items	
Director and Staff Reports	
<p>T. Killian led discussion on Director and staff reports, noting the following:</p> <ul style="list-style-type: none"> • The recent <i>Southeastern News</i> included the Board of Trustees endorsement of the Library Bill of Rights; • The council signed with the architectural engineering firm Synergy Design to begin work on repairs and renovations; T. Killian and Office Manager Moshe Siegel will meet with their team on 11/16 to review their initial proposals; • The upstairs water heater has been plumbed directly into the building’s drainage, to prevent future incidents; • The Digital Advisory Committee and Regional Interlibrary Loan Committee each met in recent weeks; • Three staff members attended NYLA last week; T. Killian met with the new Executive Director of the SUNY Libraries Consortium, Chuck O’Bryan, and discussed with him the role of ESLN and its member councils. T. Killian also met with James English of LYRASIS and discussed a NYPL ebook program called SimplyE; 	

<ul style="list-style-type: none"> • The Coordinated Collection Development Aid (CCDA) application period has concluded; all eligible members applied with Southeastern’s assistance; • The NYLA staff speculates that the new state government makeup will impact state aid, though they can’t yet predict just how; • Trustees are invited to join the staff in Albany for Advocacy Day on February 27, 2019. Buses are available for the round trip. 	
Planning and Advocacy Committee Report	
Planning and Advocacy Committee	<p>C. Thomas noted the following information from the provided committee report (to be presented for Trustee action at the next Board of Trustees meeting):</p> <ul style="list-style-type: none"> • “The committee is recommending that we develop an action plan for FY 2019/2020 and 2020/2021 based on the current strategic plan.” • “The committee is recommending that the next Plan of Service be aligned with a Strategic Plan/Action Plan that follows the same timeline, beginning FY 2021/2022.” • “The committee is recommending that we have a Board of Trustees retreat on March 14, 2019.”
President’s Report	
<p>R. Hubsher noted the following in his report to Trustees:</p> <ul style="list-style-type: none"> • James LaRue has retired from The Office of Intellectual Freedom and Debra Caldwell-Stone has been appointed as interim director while they search for a replacement; • A recent ALA web meeting explored the impact of the federal elections on libraries and the uncertainty there related; • ALA’s usual advocacy effort in 2019 will be merged with the ALA conference in Washington D.C. to make the most impact; they will also invite certain members to a “fly-in” advocacy effort in February as they target specific legislators. 	
Reports from Member Systems / Good of the Order	
<p>Trustees had nothing specific to report at this time.</p>	
Adjournment	
<p><i>R. Gerald made a motion to adjourn at 11:40am. Seconded by C. Thomas. Motion carried.</i></p>	

Respectfully Submitted,

Laura Streett, Secretary