



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
Conducted via Zoom on July 16, 2020**

Board Members Present	Mary Jo Russell, Ellen Rubin, Charles Thomas, Maura Albertson, Laurie Shedrick, Gina Shelton, Amy Schuler, Virginia Dunnigan, Floyd Lattin, Becky Albitz, Mary Ellen Leimer, Mark Colvson, Laura Streett
Board Members Excused	Grace Riario, Geoffrey Miller
Representing Southeastern	Tessa Killian
Call to Order and Welcome	<i>C. Thomas called the meeting to order at 9:34am.</i> Trustees introduced themselves to new Trustee, Maura Alberston.
Approval of Minutes of the June 5, 2020 Meeting	The minutes of the June 5, 2020 meeting were presented to the Board of Trustees. <i>M.J. Russell made a motion to accept the minutes as presented. Seconded by B. Albitz. One abstention. Motion carried.</i>

New Business	
Fiscal Report for May and June 2020 and State Budget update	
<i>Motion to accept the Fiscal Report for May and June 2020 and State Budget update</i>	T. Killian led discussion of the fiscal reports, noting that Paycheck Protection Program funds will not be listed under income until loan forgiveness is determined. State Budget information is pending updates from New York State. <i>M.E. Leimer made a motion to accept the Fiscal Report for May and June 2020 as presented. Seconded by F. Lattin. Motion carried.</i>
Resolution to Add and Remove Trustees as Bank Signers	

<p><i>Motion to add and remove Trustees as Bank Signers</i></p>	<p>T. Killian requested approval of a resolution to add and remove trustees to Southeastern’s accounts at Riverside Bank to sign checks for Southeastern, per changes to the Executive Committee.</p> <p><i>G. Shelton made a motion to accept the request to add and remove Trustees as Bank Signers. Seconded by B. Albitz. Motion carried.</i></p>
<p>Draft policy for review: Remote Work Policy and Emergency Closing Policy</p>	
<p>C. Thomas provided Trustees an overview of the provided draft policies.</p> <p>T. Killian led discussion of the draft policies, noting that the ongoing pandemic emergency warrants the institution of an official Remote Work Policy, rather than relying solely upon the recently-revised Emergency Closing Policy. The Remote Work Policy draft is drawn from a similar policy as laid out by RCLS. The RCLS policy has undergone legal review; Southeastern’s version will be likewise reviewed, in the context of the council’s other policies, to assure there’s no conflict or confusion.</p> <p>Trustees note that language describing a required six month in-office probationary period for employees prior to being permitted to work remotely would be in conflict with circumstances such as the current pandemic, which require all staff to work from home. It’s suggested that a line be added to state that staff may work remotely “at the discretion of the Executive Director”; the six-month period will also be shortened to a three-month period. The Executive Director will seek permission to work from home from the Finance and Personnel Committee.</p> <p>The Emergency Closing Policy was revised to show its relationship to the new Remote Work Policy, such that the Remote Work Policy will go into effect should the office be closed for more than a day due to an emergency.</p>	
<p><i>Motion to approve Remote Work and Emergency Closing Policies</i></p>	<p><i>E. Rubin made a motion to accept the Remote Work and Emergency Closing Policies as amended. Seconded by A. Schuler. Motion carried.</i></p>
<p>Southeastern’s Reopening Plan</p>	
<p>T. Killian led discussion of Southeastern’s draft Reopening Plan, noting the following:</p> <ul style="list-style-type: none"> • The council is looking at September 1st as a potential office-reopening date • Reopening will have three phases: <ul style="list-style-type: none"> ○ Remote work (current phase) ○ Modified opening ○ The “new normal” • The draft plan is a fluid document, pending developments from health experts and government guidelines/best practices. <p>Trustees note the plan’s procedures on sanitizing shared spaces (kitchen appliances, etc.) and suggest that language be simplified by instead restricting access to said areas.</p>	
<p><i>Motion to Approve Southeastern’s</i></p>	<p><i>M.J. Russell made a motion to approve Southeastern’s Reopening Plan as amended. Seconded by V. Dunnigan.</i></p>

Reopening Plan	Motion carried.
Amend Motion	M.J. Russell made a motion to amend the prior motion to authorize Southeastern's Executive Director and staff to make corrections and amendments to the Reopening Plan as necessary. Seconded by G. Shelton. Motion carried.
Hospital Library Services Manager and NNLM Grant Application	
<p>T. Killian led discussion of the Hospital Library Services Manager and NNLM Grant Application to NNLM/MAR for a Health Information Outreach Award, noting the following:</p> <ul style="list-style-type: none"> • Southeastern received a NNLM MAR Health Information Outreach Award, for May 15, 2020-April 30, 2021, for \$19,583 to create a curriculum and workshops called the RESILIENT Workshops: REady Steady In the Library: taking Initiative before an Emergency, Natural disaster, or Trauma. • A fourth member hospital, Nyack Hospital, has joined the 'Visiting Information professionals To provide Adequate Library Staffing' (VITAL) program • Trustee approval is sought to: <ul style="list-style-type: none"> ○ Temporarily, through April 2021 for the length of the grant, increase HLSP Manager Sarah Holstad's hours to 32/week. S. Holsted would maintain her part-time status, and work four days/week. ○ Starting in May, 2021, increase S. Holsted's regular hours to 27/week because of the added VITAL contract. <p>Trustees suggest Southeastern should determine if the new hours-worked figure will qualify the staff member for health insurance.</p>	
Motion to approve HLS Budget Adjustment and Grant Application	B. Albitz made a motion to approve the budget adjustment and grant application, with the proviso that if qualified, the staff member in question will be offered the opportunity to receive benefits. Seconded by M.E. Leimer. Motion carried.
Old Business	
Annual Meeting 2020	
<p>T. Killian shared attendees' evaluations of Southeastern's 53rd Annual Membership meeting, held Friday, June 5th. Attendee feedback for this first virtual Annual Meeting was overwhelming positive and laudatory of Southeastern's ability to adapt to changing circumstances. Trustees agreed with this feedback, commenting on the event's engaging content and diversity of presenters.</p>	
Planning Committee: Plan of Service	
<p>M.J. Russell led discussion of the Planning Committee's work. The committee's timeline has been shifted to July-September due to the pandemic; the consultant and T. Killian have scheduled a series of virtual focus groups to gather and provide data to the committee; Trustees are encouraged to sign up for relevant sessions. Those stakeholders who are unable to attend virtual meetings will be sent a survey. The committee's next step will be to pull together the collected data and present their findings to the Board of Trustees in September.</p>	
Informational Items	
2019/2020 Audit Documents	
<p>Trustees were provided two letters from the council's auditing firm RBT CPAs, LLP related to the 2019/20 audit:</p> <ul style="list-style-type: none"> • Arrangement Letter: This letter indicates Southeastern's acknowledgment of, and agreement with, the arrangements for RBT's audit of the financial statements and 	

outlines each party's respective responsibilities.

- Planning and Scope Letter: This letter is intended to communicate the planned scope and timing of the audit of Southeastern's financial statements for the year ending June 30, 2020. RBT plans to do their fieldwork remotely on September 22, 2020.

Representatives from the auditing firm will report out to the Board of Trustees at the November meeting.

Board of Trustee Lists and Committees

Trustees were provided an informational packet that includes:

- Contact information for Trustees (Board Roster);
- 2019/2020 Terms of Office (notes which Trustees are eligible for reelection);
- Board Committee and Liaison Roster for last year, 2019/2020;
- A form for trustees to select committees for 2020/2021.

Trustees were asked to select their committees/liaison positions of interest and email T. Killian their selections.

Director and Staff Reports including RCLS contract and Child Find of America grant

T. Killian led discussion, noting the following:

- RCLS has contracted with Southeastern for three months of temporary cataloging work with staff member Kelsey Milner.
- Child Find of America, Southeastern's tenant, has contracted with Southeastern for support with a five-year federal grant through the Office of Family Assistance, to provide training and assistance to young adults about children and child care. Southeastern's role would be to assist with the webpage, provide training space, and train in the use of online meetings. If awarded, Southeastern could receive up to \$32K over the five-year term, and possibly lease Child Find additional office space.
- The Long Island Library Resources Council (LILRC), on behalf of the Empire State Library Network (ESLN), applied for an IMLS Cares act grant to create a statewide institutional repository service for academic libraries based on the Metropolitan council's Archipelago service. The grant, if awarded, will fund eight colleges' participation in the pilot project, including Southeastern member Marist College.
- Southeastern Access to Libraries (SEAL) is starting back up on August 3rd, now that local libraries are in a position to resume interlibrary lending. Academic libraries will also resume participation as they are able/as they reopen.
- The Medical Information Services Program (MISP) is undergoing revisions as the lending and financial infrastructure changes hands from the University of Connecticut to a new national platform supported by the Medical Library Association (MLA). Southeastern is working with MLA to roll out the new platform and procedures to our members.
- Staff members J. Palmentiero and Z. Spalding are making progress with the new beta of EmpireADC (Archival Discovery Cooperative). T. Killian started a management group, made up of ESLN directors, to assist with the higher-level decisions that need to be made to advance this service. One of these decisions is to decide how to charge for the service, once it is fully operational.
- Since mid-May, Southeastern has hosted 13 special interest group meetings, including an inaugural Equity, Diversity, and Inclusion SIG and four Member All call meetings.

President's Report

Board President C. Thomas noted Southeastern's, ESLN's, and our members' work consolidating services and initiatives to save effort and money. C. Thomas encourages Trustees to express and advocate the benefits of these efforts, which are typical of libraries, to their representatives.

Reports from Members

L. Shedrick reported that all of Mid-Hudson Library System's members are open, be it for curbside service or otherwise.

V. Dunnigan shared St. Thomas Aquinas College's adjustments to staff hours and procedures.

Adjournment

B. Albitz made a motion to adjourn at 11:08am. Seconded by M.E. Leimer. Motion carried.

Respectfully Submitted,

Laura Streett, Secretary