



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
Conducted via Zoom on May 20, 2021**

| | |
|--|---|
| Board Members Present | Mary Ellen Leimer, Beth Zambito, Mary Jo Russell, Grace Riario, Amy Schuler, Ellen Rubin, Becky Albitz, Laurie Shedrick, Laura Streett, Maura Albertson, Floyd Lattin, Carla Lesh, Mark Colvson |
| Board Members Excused | Virginia Dunnigan, Gina Trask |
| Representing Southeastern | Executive Director Tessa Killian |
| Call to Order | <i>M.E. Leimer called the meeting to order at 9:33am.</i> |
| Approval of Minutes from April 15, 2021 Board of Trustees meeting | The minutes of the April 15, 2021 meeting were presented to the Board of Trustees. <i>The minutes were entered into the record as presented.</i> |

| | |
|---|---|
| New Business | |
| Fiscal Report for April 2021 | |
| <i>Accept the Fiscal Report for April 2021</i> | <p>T. Killian and Treasurer E. Rubin led discussion of the fiscal reports, noting the following:</p> <ul style="list-style-type: none"> • The Profit & Loss Current Year-to-Date document contains footnotes based on accountant guidance regarding PPP loan forgiveness as well as payroll expenses related to the current PPP loan. • The Expenses by Vendor document has been updated with [vendor] next to individuals' names to clarify the nature of the expenses in question. <p><i>F. Lattin made a motion to accept and file the fiscal reports. Seconded by G. Riario. Motion carried.</i></p> |
| Budget Request: COVID Bonus for Southeastern staff | |
| <p>E. Rubin led discussion of the budget request. The Finance & Personnel Committee recommends that each Southeastern staff member (of which there are eight) be given a one-time "COVID Bonus" to recognize that the staff has been working "above and beyond" throughout the past year's difficult events, to keep Southeastern "viable and alive."</p> <p>The recommendation from the committee is that this \$8,000 budget adjustment be made (and the bonus be delivered to staff) during the current 20/21 fiscal year. Board President M.E. Leimer will send a letter to the staff to accompany this bonus.</p> <p>M.E. Leimer noted that this proposed budget adjustment would not draw down any unallocated fund balances.</p> | |

C. Lesh shared that Southeastern staff have not only worked to keep the council itself functional, but have also played a vital role in helping its constituent organizations navigate this difficult time.

**Motion to
approve
Budget
Request**

G. Riario made a motion to adjust the budget to provide staff bonuses as presented. Seconded by A. Schuler. One abstention. Motion carried.

Finance & Personnel Committee Recommendations for FY 2021/2022

T. Killian led discussion of the Report from the Finance & Personnel Committee, noting the following:

- Southeastern will end the fiscal year with a surplus, which will be applied to balance budget areas where expenses surpassed revenue in 21/22.
- Trustees were provided the final draft of the 21/22 operating budget proposal and a separate 21/22 capital improvements budget proposal.
- Regarding staff and salaries, the budget proposal includes:
 - the Board-approved, ongoing effort to meet fair market value salary benchmarks;
 - an increase to the Finance Manager’s hours to 21 (3 days per week);
 - an increase to the HLSP Manager’s position to full time.
- Membership dues, as previously discussed and approved, will increase 2%.
- Regarding the Capital Improvements budget:
 - The proposed figure includes funds for HVAC upgrades and outside repairs;
 - As estimates for other needed work are gathered, the proposed amount may change (the Board of Trustees, or the Executive Committee, will be presented requests for more funds for this purpose, as appropriate);
 - Capital improvement funds will come from the council’s unallocated fund balance;
 - Some of the capital improvement costs may be passed on to the tenant in the next lease; pending discussion.
- Southeastern is projected to add close to \$172K to reserves at the end of the current FY, in part due to:
 - the \$123,955 PPP loan reduced expenditure impact on salaries in 2020/21. The loan appears on the budget for 21/22 as revenue and expenditures. Southeastern will apply for loan forgiveness once the funds are completely expended at the end of June;
 - Southeastern earned more revenue and spent less in 20/21 (as detailed in the overview charts and spreadsheets provided to trustees);
 - Expenses were down across multiple budget lines (staff travel, office supplies, ESLN contributions) in FY 20/21 due to the pandemic.
- Regarding revenue:
 - Projections are similar to 20/21; exceptions include a request to ESLN for more support for Empire ADC. As well, the council projects four VITAL Staffing contracts will be active in 21/22.
- Regarding expenses, the proposed budget includes:
 - 1% increase in expenses over 20/21;
 - \$2,500 for a new service called Ask the HR Expert, which is a compendium

- service to Ask the Lawyer;
- the aforementioned salary and staffing increases.

Trustees suggest reviewing the proposed Ask the HR Expert contract language to make certain Southeastern's liability is covered (in the same way as was accomplished for the Ask the Lawyer service).

| | |
|--|---|
| <i>Motion to approve FY 21/22 Operating Budget</i> | <i>L. Shedrick made a motion to approve the recommended Operations budget for FY 21/22 as presented. Seconded by E. Rubin. Motion carried.</i> |
| <i>Motion to approve FY 21/22 Capital Improvement Budget</i> | <i>M. Colvson made a motion to approve the Capital Improvements Budget as presented. Seconded by B. Zambito. Motion carried.</i> |
| Report from the Trustee and Officer Nominating Committee: Officers for FY 2021/2022 | |
| <p>B. Albitz led discussion of the Trustee and Officer Nominating Committee report, on behalf of Committee Chair G. Trask. The Executive Committee Officer slate for 2021-2022, which will be presented to the Board for a vote at the June Trustee meeting, which will be held immediately after the annual membership meeting , is as follows:</p> <ul style="list-style-type: none"> ● President, Mary Ellen Leimer ● Vice-President, Gina Trask ● Treasurer, Ellen Rubin ● Assistant Treasurer/Secretary, Floyd Lattin ● Secretary, Becky Albitz <p>Trustees discussed the proposal that the trustee in the Vice-President position be slated to become the Board President, upon the current President's departure from the Board. Trustees are in favor of this idea, which would require a council bylaws amendment. The matter will be placed with the Bylaws Committee for further discussion and subsequent presentation to the Board as an actionable item.</p> <p>T. Killian noted that the Trustee Slate is still open; Trustees who represent Governing Members are encouraged to vote on behalf of their institutions by the deadline of May 28.</p> | |
| Official Designations for FY 2021/2022, including Board meeting dates | |

| | |
|---|--|
| <p><i>Motion to approve 2021/2022 Official Designations</i></p> | <p>Trustees were provided the 2021/2022 Official Designations, which include Southeastern's</p> <ul style="list-style-type: none"> • Board of Trustee Meeting Dates • Financial Institutions • Legal Advisers • Accounting Firm • Internal Audit and Financial Clerk Designation <p>Trustees discussed the possibility of adjusting the Board meeting schedule to change from the established 'third Thursday of the month' to a different day of the week. T. Killian will take action on this with a poll for trustees to share their availability.</p> <p><i>E. Rubin made a motion to approve the Official Designations for FY 21/22. Seconded by L. Shedrick. Motion carried.</i></p> |
| <p>Informational Items</p> | |
| <p style="text-align: center;">Annual Meeting 2021</p> | |
| <p>T. Killian led discussion of the 2021 Annual Membership Meeting, noting the following:</p> <ul style="list-style-type: none"> • Registration for the event is open, with about 65 registrants as of today; the Board is encouraged to register in the hopes of achieving 100% Trustee participation. • The event will include multiple speakers, productive and engaging activities, and space for casual networking among members. | |
| <p style="text-align: center;">Twila Snead Award 2021</p> | |
| <p>T. Killian led discussion of the Twila Snead Commitment to Excellence Award. The award committee has selected this year's winner: Ramapo Catskill Library System's Coalition for Library Workers of Color. The award will be presented at June's Annual Membership Meeting.</p> | |
| <p style="text-align: center;">Director and Staff Reports</p> | |
| <p>T. Killian led discussion, noting the following:</p> <ul style="list-style-type: none"> • Southeastern's Five-Year Plan of Service was approved by the Division of Library Development, with no questions or qualifications. The council staff is now free to begin the rollout of various plans and initiatives. • ESLN and the Public Library System Directors Organization are hosting a free CDC and New York State guidelines webinar with council attorney Stephanie "Cole" Adams this Friday. • Lease-renewal negotiations are underway with Southeastern's tenant, Child Find of America. • Southeastern plans a round of outdoor social events with members in the coming weeks/months, centered mainly on Special Interest Groups (SIGs). • Southeastern members each received a customized membership benefits letter, highlighting their participation in Southeastern events and programs and utilization of council grants and services over the past year. | |
| <p style="text-align: center;">President's Report</p> | |
| <p>Board President M.E. Leimer noted that a Southeastern Board and staff social event is in the works. Trustees are welcome to suggest event details such as location and activities.</p> | |

| |
|--|
| Reports from Members |
| Members had nothing specific to report at this time. |
| Adjournment |
| <i>M. Colvson made a motion to adjourn the Board of Trustees meeting at 10:35am. Seconded by G. Riario. Motion carried.</i> |

Respectfully Submitted,

Laura Streett, Secretary