



**Southeastern New York Library Resources Council**  
**Minutes of the Board of Trustees Meeting**  
**Conducted via Zoom on November 19, 2020**

<b>Board Members Present</b>	Mary Jo Russell, Ellen Rubin, Charles Thomas, Maura Albertson, Laurie Shedrick, Gina Shelton, Amy Schuler, Virginia Dunnigan, Floyd Lattin, Becky Albitz, Mary Ellen Leimer, Geoffrey Miller, Laura Streett
<b>Board Members Excused</b>	Grace Riario
<b>Representing Southeastern</b>	Tessa Killian, Liz Gurdin
<b>Guests</b>	Rebecca Reynolds, Tonia Crown, Elisha Bretovansky, RBT CPAs, LLP
<b>Call to Order</b>	<i>C. Thomas called the meeting to order at 9:34am.</i>
<b>Amend Agenda</b>	<i>C. Thomas made a motion to amend the meeting agenda to include a Trustee Recognition informational item to follow the Draft Audit report action item. Seconded by M.E. Leimer. Motion carried.</i>
<b>Approval of Minutes from October 15, 2020</b>	The minutes of the October 15, 2020 meeting were presented to the Board of Trustees.  <i>The minutes were accepted into the record as presented.</i>

<b>New Business</b>	
Draft Audit Report for 7/1/19—6/30/20; 990 Tax filing from RBT CPAs, LLP	
<b><i>Motion to approve the Draft Audit Report and 990 Tax filing</i></b>	<p>T. Killian welcomed and introduced guests from RBT CPAs, LLP.</p> <p>R. Reynolds presented on the Financial Statements document, noting that Southeastern received a clean opinion. R. Reynolds noted as well the new language in the document that adds context to the general financial uncertainty surrounding the COVID-19 pandemic. T. Crown presented on the auditor's report to the Board; E. Bretovansky presented on the 990 tax filing for 2019. Of note is the auditor's guidance on implementing more frequent password changes for the council's accounting software.</p> <p>Trustees will be provided the final audit reports in January pending today's Board approval.</p> <p><b><i>F. Lattin made a motion to approve the Independent Auditor's Report and financial statements for 7/1/2019 - 6/30/2020, and the 990 Tax Filings for 2019 drafts, as presented. Seconded by G. Shelton. Motion carried.</i></b></p>

### Trustee Recognition

C. Thomas and G. Miller will be stepping down from the Board of Trustees at the end of this calendar year; this is to be their final Board meeting. Colleagues shared fond memories, gave tribute to these Trustees' career-spanning accomplishments, and expressed heartfelt wishes for success in all their future endeavors. Retiring Board President C. Thomas looked back at his time as a librarian, as a member of Southeastern, and as a Trustee; he expressed his appreciation for the council and for the lifelong friends he's made in the region. G. Miller thanked Trustees for making his time on the Board enlightening and collegial; he plans to pursue personal research projects after his departure from Southeastern.

### Fiscal Report for October 2020

<p><b><i>Accept the Fiscal Report for October 2020</i></b></p>	<p>T. Killian led discussion, noting the following:</p> <ul style="list-style-type: none"> <li>• State aid has been received in each state funded budget class as noted in the P&amp;L document;</li> <li>• Membership dues and service fee invoices were distributed in July; those payments continue to arrive, including some received in November after today's reports were generated;</li> <li>• The Ask the Lawyer service has seen a significant spike in usage since the onset of the pandemic; T. Killian may return to the Board with a request to increase the budget for this valued member service;</li> <li>• Trustees inquired whether the council's Central Hudson charges are projected or based on meter-reads. Finance Manager L. Gurdin reports that all but one are actual. HVAC equipment upgrades as well as reduced office hours have resulted in savings, overall.</li> </ul>
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***Treasurer E. Rubin received and filed the fiscal report.***

### Budget Adjustment: Child Find of America

<p><b><i>Motion to Approve Budget Adjustment</i></b></p>	<p>T. Killian led discussion of the request to lower the rent for Child Find of America for the 3rd year of their lease agreement, in an effort to pass along savings in utility costs, supplies, and less expensive security. The approved budget is \$26,871.37, the proposed adjustment of \$673.65 would result in a new budgeted amount of \$26,197.72. This savings would manifest as a monthly credit rather than a modified lease.</p> <p><b><i>E. Rubin made a motion to approve the budget adjustment as presented. Seconded by B. Albitz. Motion carried.</i></b></p>
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### Trustee and Officer Nominating Committee Recommendations

<p><b><i>Motion to accept Trustee nominations</i></b></p>	<p>In light of C. Thomas and G. Miller's imminent departure, the Trustee and Officer Nominating committee recommends Beth Zambito, Head of Adult Services, Newburgh Free Library, and Carla Lesh, Collections Manager &amp; Digital Archivist at Hudson River Maritime Museum, to be approved as members of the Board of Trustees, from January through the end of June, 2021.</p> <p><b><i>L. Streett made a motion to accept the Trustee nominations. Seconded by C. Thomas. Motion carried.</i></b></p>
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<b>Motion to approve Executive Committee appointment</b>	<p>The Trustee and Officer Nominating Committee recommends that Mary Ellen Leimer be elected as President of the Board of Trustees beginning January 1, 2021, to serve until the end of the fiscal year, June 30, 2021.</p> <p><b><i>M.J. Russell made a motion to approve the appointment of M.E. Leimer as Board of Trustees President starting January 1, 2021 until the end of the current term, June 30, 2021. Seconded by M. Albertson. Motion carried.</i></b></p>
HRVH Member Application from the Millbrook Library	
<b>Motion to approve member application</b>	<p>T. Killian led discussion of the member application from the Millbrook Library. This institution plans to work with Southeastern to digitize its collections related to the historic Bennett College.</p> <p><b><i>L. Shedrick made a motion to approve the member application as presented. Seconded by G. Shelton. Motion carried.</i></b></p>
<b>Informational Items</b>	
Planning Committee Update	
<p>M.J. Russell led discussion of the Planning Committee update, noting that the workgroups continue to convene as planned (both initial and in some cases follow-up sessions).</p>	
<p>The Committee will meet again in January to review outcomes of these meetings and to continue work with Tracy Thompson of Healthy Organizations Consulting, prior to returning to the Board of Trustees with their determinations.</p>	
Director and Staff Reports	
<p>T. Killian led discussion, noting the following:</p> <ul style="list-style-type: none"> <li>• Southeastern's virtual professional development opportunities remain popular state-wide and are well attended.</li> <li>• Staff member Sarah Holsted continues the grant-funded RESILIENT Libraries workshop series.</li> <li>• Southeastern is partnering with the BOCES School Library System for "Project READY: Reimagining Equity &amp; Access for Diverse Youth." Southeastern will hire an instructor to coordinate the program, coursework, webinars, and conversations with participants. The plan is to begin the program in January 2021 and conclude in May 2021. Southeastern will hold the contract with the instructor and be the fiscal agent for the program.</li> <li>• Staff member Carolyn Bennett Glauda is working on a statewide symposium on student readiness for college planned for July 2021; the event was formerly called Educator Lab.</li> <li>• Southeastern's Hudson River Valley Heritage (HRVH) website is being revamped to host the council's exhibits, historic newspapers, and related regional heritage items. Staff members Jennifer Palmentiero, Zack Spalding, and Kelsey Milner are working on this project.</li> <li>• The Finance and Personnel Committee will meet early in 2021 to get to work on budget planning.</li> <li>• Advocacy Day is scheduled for Tuesday February 26<sup>th</sup>, a virtual event this year.</li> <li>• Trustee Grace Riario is presenting today at the New York State Assembly hearing on libraries!</li> </ul>	

President's Report

Board President C. Thomas thanked Southeastern staff and Trustees for their work and support during his time with the council. Trustees and staff thanked C. Thomas in return, for his valuable presence and contributions.

Reports from Members

Members had nothing specific to report at this time.

Adjournment

***C. Thomas made a motion to adjourn the Board of Trustees meeting at 11:14am. Seconded by B. Albitz. Motion carried.***

Respectfully Submitted,

Laura Streett, Secretary