



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
Conducted via Zoom on June 4, 2021**

Board Members Present	Mary Ellen Leimer, Laurie Shedrick, Gina Trask, Mary Jo Russell, Carla Lesh, Becky Albitz, Grace Riario, Virginia Dunnigan, Ellen Rubin, Amy Schuler, Beth Zambito, Laura Streett, Maura Albertson
Board Members Excused	Mark Colvson, A. Floyd Lattin
Representing Southeastern	Executive Director Tessa Killian
Guests	Kirsten Carter
Call to Order and Welcome	Board President Mary Ellen Leimer called the meeting to order at 12:14pm.
Motion to Amend Agenda	<i>E. Rubin made a motion to amend the agenda to move the Trustee & Officer Nominating Committee action item prior to other business. Seconded by G. Trask. Motion carried.</i>
Trustee & Officer Nominating Committee: Approval of the 2021/2022 Slate of Officers of the Board of Trustees	<p>The Trustee & Officer Nominating Committee presented the following slate of officers for the 2020/2021 Southeastern Board of Trustees:</p> <ul style="list-style-type: none"> • President – Mary Elle Leimer • Vice-President – Gina Trask • Secretary – Becky Albitz • Treasurer – Ellen Rubin • Assistant Secretary/Treasurer - Floyd Lattin <p><i>L. Shedrick made a motion to approve the slate of officers as presented. Seconded by G. Riario. Motion carried.</i></p>
Approval of the Minutes from May 20, 2021	<p>The minutes of the May 20, 2021 meeting were presented to the Board of Trustees.</p> <p><i>The minutes were accepted into the record as presented.</i></p>
	Tenant lease for Child Find of America
Capital improvement budget	<p>T. Killian led discussion of the Capital improvement budget, noting an adjustment to the HVAC construction figure as previously presented (added budget item for HRV upgrades for the lower level tenant HVAC system).</p> <p><i>M. Alberston made a motion to approve the Capital improvement budget as presented. Seconded by E. Rubin. Motion carried.</i></p>

<p>Schedule A: rent for the term of the lease</p>	<p>T. Killian led discussion of the Extension of Commercial Lease to Child Find of America document. The lease terms cover a 3-year term from 10/01/2021 – 09/30/2024. The tenant has agreed to pay a HVAC assessment to cover the cost of an HRV air ventilation exchange system; no other increases will be made to their fair market value rent or utilities, beyond this assessment.</p> <p><i>B. Albitz made a motion to approve the Extension of Commercial Lease as presented. Seconded by G. Trask. Motion carried.</i></p>
<p>Board of Trustees Meeting dates for FY 21/22</p>	
<p>Board President M.E. Leimer informed trustees that review is underway of the Board meeting dates poll; the Board will meet in July as previously scheduled and will be updated on any changes to subsequent meeting dates.</p>	
<p>Reopening Plan and Procedures related to CDC and NYS guidelines</p>	
<p>T. Killian reviewed Southeastern’s Reopening Plan and Procedures documents for Trustees. Southeastern plans to phase staff back in to the office over the summer with remote work/flexible in-office schedules to remain in place. Starting September 7, 2021, staff will be back in the office with a regular schedule for office/remote hours.</p>	
<p>Adjournment</p>	
<p><i>L. Shedrick made a motion to adjourn at 12:28pm. Seconded by B. Abitz. Motion carried.</i></p>	

Respectfully Submitted,

Laura Streett,
Secretary