



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
Conducted via Zoom on March 17, 2022**

Board Members Present	Mary Ellen Leimer, Mary Jo Russell, Grace Riario, Kirsten Carter, Ellen Rubin, Becky Albitz, Gina Trask, Maura Albertson, Laura Streett, Laurie Shedrick, Carla Lesh, Beth Zambito, Mark Colvson, Virginia Dunnigan
Board Members Excused	Maura Albertson
Representing Southeastern	Executive Director Tessa Killian
Call to Order	<i>M.E. Leimer called the meeting to order at 9:30am.</i>
Amend Agenda	G. Trask, as Chair of the Trustee and Officer Nominating Committee, requested an amendment to the agenda to provide a report from that committee and to propose an action item. <i>M. Colvson made a motion to amend the agenda as requested. Seconded by B. Albitz. Motion carried.</i>
Approval of Minutes from January 20, 2022 Board of Trustees meeting	The minutes of the January 20, 2022 meeting were presented to the Board of Trustees. The minutes were entered into the record as presented.

New Business	
Fiscal Report for January and February 2022	
<i>Motion to accept the Fiscal Report for January and February 2022</i>	T. Killian led a discussion of the fiscal report, noting the following: <ul style="list-style-type: none"> • A budget class was added to Southeastern’s accounts for the ARPA grant expenses and revenue; • The budget line designated for Capital Improvements has been just about exhausted; all projects for which the funds were earmarked have been accomplished Trustees inquired about ARPA funds disbursement for the library/museum grants; of 13 applications received, 6 were approved for funding. In all, the funds have been 100% awarded, with the designated amount applied to overhead costs. <i>F. Lattin made a motion to accept and file the fiscal report for January and February 2022. Seconded by L. Shedrick. Motion carried.</i>

Trustee and Officer Nominating Committee	
Motion to approve appointment to Board vacancy	<p>G. Trask led a discussion of the Trustee and Officer Nominating Committee report.</p> <p>Trustee M. Colvson has announced his retirement, opening a vacancy on the Board for the remainder of the 21/22 fiscal year. The Committee recommends Kristy Lee, also of SUNY New Paltz, to fill the remainder of this term (April-June 2022) and to be added to this year's ballot for her first full five-year term, to start July 2022. This vacancy placement and subsequent ballot inclusion follows the bylaws procedure for vacancies. Trustees were provided a biographical statement from K. Lee. The Committee requests a motion to approve the above.</p> <p><i>M. Colvson made a motion to approve Kristy Lee's appointment as a Trustee to fill the remainder of the current term and to be added to the ballot for election to a five-year term at this year's annual membership meeting. Seconded by K. Carter. Motion carried.</i></p>
Information report from the Committee	<p>G. Trask a led discussion of the Trustee and Officer Nominating Committee's information report, noting that V. Dunnigan has announced her retirement, which would open an Academic Library vacancy on the Board. The Bylaws Committee has scheduled a discussion about the number of Trustees on the Board, which will take place before that vacancy is addressed.</p>
Review and approve the Executive Director's job description	
Motion to approve Executive Director Job Description	<p>M.E. Leimer briefed trustees on the Executive Director's job description that has not been updated since 2015. It needs to be formatted to be in line with other staff job descriptions. The recommended changes do not substantively change any job responsibilities or duties, but add job qualifications.</p> <p>Trustees noted a typo under "physical demands," to add "to" to "required to move..."</p> <p><i>M.J. Russell made a motion to approve the Executive Director job description as amended. Seconded by B. Albitz. Motion carried.</i></p>
Annual review of council policies and policy revisions	
<p>M.E. Leimer led a discussion of the review of council policies and policy revisions, noting the following:</p> <ul style="list-style-type: none"> • It is within the Board's purview to review council policies annually; it was determined to revisit this item at March Board of Trustees meetings; • M.E. Leimer and T. Killian have worked on revising council policies for several months and are ready today to share those revisions; Several polices are being reviewed by the attorney for compliance with newly updated laws. • In the past, the council's attorney has reviewed policies when appropriate; all the policies presented for discussion today have been color coded to signify which have seen legal review, which most require Board familiarity, and which are 	

- ‘standard’/boilerplate policies found at many organizations;
- Today’s review is not a solicitation for edits and rewrites, though feedback/comments are welcome and will be noted.

Policies reviewed in today’s discussion:

- Anti-Discrimination
- Equal Employment Opportunity
- Record Retention
- Check Signing
- Disposal of Fixed Assets
- Fund Receipts
- Bullying and Harassment Prevention and Intervention
- Conflict of Interest
- Employee Code of Conduct
- Sexual Harassment Prevention
- Whistleblower
- Workplace Violence Prevention
- Disability Accommodation
- Hiring
- Emergency Closings
- Performance Evaluations
- Remote Work
- Employee Assistance Program
- Staff Development and Continuing Education
- Outside Engagement

Suggestions for edits and other feedback from today’s discussion will be applied to the policy drafts for legal review and finalization and will be presented at an upcoming meeting for Board approval.

Bylaws Committee

Motion to approve bylaws revision timeline and to send changes to membership for comment

The Bylaws Committee requests approval to proceed with the process and timeline for bylaws revisions, which includes sending bylaws revisions to Southeastern’s membership for written comment.

Trustees were provided with the timeline and steps involved in this process. After board review/feedback, the proposed bylaws changes will be sent to the membership for written comment for a period of four weeks. The Board will review member comments and vote to adopt the revised bylaws at the May meeting. Then, the revised bylaws will be presented at the council’s Annual Membership meeting in June.

Regarding the planned committee discussion about sunseting positions to decrease the Board’s size, trustees inquired if the language effecting that change should appear in the bylaws, where it would remain in perpetuity until a future bylaws revision

	<p>process, or if the council should consult with Southeastern’s attorney to determine if more general language about the Board’s authority to adjust its size should be included in the bylaws. The committee will pursue this question and report its findings to the Board.</p> <p>Discussion continued on the subject of succession planning for the Board, including details about the process for the Vice President to move into the position of President. Such language continues to be worked out to account for varying circumstances (such as mentoring, trustee availability, etc.). Ideally, the language will reflect the option for the Vice President to be nominated to the position of President, while not codifying that as a rule, to remain flexible for circumstances where that transition is not feasible for the trustees involved. Language around succession planning in circumstances where the Vice President themselves needs to withdraw from the Board was also discussed.</p> <p><i>M. Colvson made a motion to approve the bylaws revision timeline as presented and to send proposed bylaws changes to membership for comment. Seconded by B. Albitz. Motion carried.</i></p>
<p>Reaffirm the Library Bill of Rights</p>	
<p>M.E. Leimer, noting the recent wave of challenges faced by public and school libraries regarding their collections, asks that the Board officially reaffirm its support of the ALA’s Library Bill of Rights.</p> <p><i>L. Shedrick made a motion to affirm the Board’s support of the ALA’s Library Bill of Rights. Seconded by B. Albitz. Motion carried.</i></p>	
<p>Informational Items</p>	
<p>President’s Report</p>	
<p>M.E. Leimer, in honoring the service of M. Colvson, expressed her wishes that his announced retirement brings him opportunities to rest, as well as to find new adventures. M.E. Leimer lauded Mark’s thought-provoking questions and contributions to Board discussion and also his entertaining and humorous manner. Mark’s time on the Board exemplified his dedication to Southeastern’s mission and vision, a dedication that encompasses the wider library community. The Board sincerely thanks Mark for sharing his time and expertise with Southeastern over the years.</p> <p>M. Colvson expressed his admiration for Southeastern, for its own dedication and for the warmth and humor of his fellow trustees and the organization as a whole.</p> <p>T. Killian reflected on meeting Mark when he started working at SUNY New Paltz and the occasions where his institution supported Southeastern, such as hosting the council’s 50th Annual Membership meeting’s member showcase, a memorable and especially well received event. T. Killian and all at Southeastern look forward to seeing what comes next for Mark!</p>	

Adjournment

***B. Albitz made a motion to adjourn the Board of Trustees meeting at 11:15am.
Seconded by G. Trask. Motion carried.***

Respectfully Submitted,

Becky Albitz, Secretary