



**Southeastern New York Library Resources Council  
Minutes of the Board of Trustees Meeting  
Conducted via Zoom on September 23, 2021**

<b>Board Members Present</b>	Mary Ellen Leimer, Mary Jo Russell, Grace Riario, Kirsten Carter, Ellen Rubin, Becky Albitz, Laurie Shedrick, Floyd Lattin, Carla Lesh, Mark Colvson, Virginia Dunnigan, Gina Trask, Maura Albertson, Laura Streett
<b>Board Members Excused</b>	Beth Zambito
<b>Representing Southeastern</b>	Executive Director Tessa Killian
<b>Call to Order</b>	<b><i>M.E. Leimer called the meeting to order at 9:30am.</i></b>
<b>Approval of Minutes from July 15, 2021 Board of Trustees meeting</b>	The minutes of the July 15, 2021 meeting were presented to the Board of Trustees. Two typos were noted for correction: "meting" to be fixed to "meeting" and "Equality" to be changed to "Equity."  <b><i>The minutes were entered into the record as amended.</i></b>

<b>New Business</b>	
<b>Fiscal Report for July and August 2021</b>	
<b><i>Accept the Fiscal Reports for July and August 2021</i></b>	<p>T. Killian and Treasurer E. Rubin led discussion of the fiscal reports, noting:</p> <ul style="list-style-type: none"> <li>the new Capital Improvements budget report, which reflects the recent renovation/repair projects (HVAC upgrades for the tenant; a new floor for the conference space/lower level).</li> <li>the auditors conducted their in-office field work and reported no required corrections or changes (a "clean audit").</li> <li>the fund reserve balances were included in the August report.</li> </ul> <p><b><i>F. Lattin made a motion to accept and file the fiscal reports. Seconded by L. Shedrick. Motion carried.</i></b></p>
<b>Budget Adjustment for HLSP</b>	
<p>T. Killian led discussion of the budget adjustment request to the Hospital Library Services Program subsidy funds, to reallocate \$3,000 to pay a new vendor, TDNet. TDNet provides the web platform for E-Resource content, request forms, and link resolver service. Their fee is per site (and is not based on bed count), so the cost is not shared. Today's proposal is to use some of the HLSP funds to provide a subsidy to each HLSP member that has a TDNet site through Southeastern.</p>	

Trustees determined that action/approval from the Board of Trustees is not required to make this adjustment.	
Annual Report for 3Rs Library Systems (July 1, 2020 – June 30, 2021) New York State Library, Division of Library Development	
<b><i>Motion to approve Annual Report</i></b>	<p>Trustees were presented with a draft of Southeastern’s New York State annual report for FY 2020-2021 as completed by the staff. Subsequent year funding is contingent on the successful approval of this report.</p> <p>G. Trask commended Southeastern staff for the “amazing work” they accomplished during a pandemic year, as evidenced in the annual report.</p> <p>G. Trask notes a typo on p.28: “connects” should be “connect.” In addition, on p.33, the final sentence requires a grammatical fix.</p> <p><b><i>E. Rubin made a motion to approve the Annual Report as amended. Seconded by M.E. Leimer. Motion carried.</i></b></p>
Southeastern’s Draft Plan and Procedures for Health Emergencies	
<p>Trustees were provided a draft Plan and Procedures for Health Emergencies, which will replace the Reopening Plan and Procedures, last updated on May 24, 2021. This plan describes the measures needed to fulfill the council’s mission and to ensure the health and safety of employees and visitors during a health emergency. This plan supports council operations and resilience during the current COVID-19 pandemic, but it can also be used in the case of another infectious disease outbreak that may occur, causing a declaration of another public health emergency. The plan:</p> <ul style="list-style-type: none"> <li>• outlines three operational levels;</li> <li>• includes a COVID-19 vaccine mandate;</li> <li>• incorporates the <i>NY HERO Act Model Airborne Infections Disease Exposure Prevention Plan</i>.</li> </ul> <p>Trustees determined that the Executive Director should consult with the council’s lawyer to determine if Southeastern is required to include exemption language for staff vaccine requirements. T. Killian will also explore how long Southeastern is required to retain visitor logs for contact tracing.</p> <p>Trustees inquired about the impact of Southeastern’s plan and procedures on the tenant. As the tenant’s office has its own plan and procedures guiding its staff, Southeastern will share its plan with the tenant to inform them of the procedures to follow when entering any shared spaces.</p>	
HRVH Membership Application from the Olive Free Library	
<b><i>Motion to approve HRVH Membership Application from Olive Free Library</i></b>	<p>T. Killian led discussion of the membership application from Olive Free Library, which is interested in digitization projects related to their collections.</p> <p><b><i>L. Shedrick made a motion to approve the membership application. Seconded by B. Albitz. Motion carried.</i></b></p>
Informational Items	

EDI Assessment tool for board and staff
<p>As a member of The New York Council on Nonprofits (NYCON), Southeastern has access to an online self-assessment tool related to diversity, equity, and inclusion practices, geared toward nonprofit board and staff work. It's suggested that the full staff and Board of Trustees utilize the self-assessment tool, results of which are anonymized and processed by the Michigan Nonprofit Association (MNA), which will then report their findings from the data provided. Trustees were asked to contact the board President or the Executive Director if they prefer not to participate in the self-assessment process. T. Killian will soon distribute the assessment tool to trustees and staff who wish to participate.</p>
Grant awards and opportunities: ARPA, Consider the Source, NDIA, NNLM Region 7
<p>T. Killian led discussion of several opportunities for grant awards that will benefit member institutions and their communities, noting the following:</p> <ul style="list-style-type: none"> <li> <b>American Rescue Plan Act (ARPA):</b> The Institute of Museum and Library Services (IMLS) has provided the New York State Library with \$6,213,213 in federal American Rescue Plan Act (ARPA) funds through the LSTA Grants to States Program. The State Library has allocated \$5,514,315 of these federal funds to New York State's nine regional Reference and Research Library Resources Councils for collaborative regional projects that will advance digital inclusion, encourage library/museum partnerships, and expand student access to digital resources. Southeastern will be awarded 8.39% of this allocation (\$462,392) to be distributed in support of the three noted project components (Digital Inclusion; Library &amp; Museum Partnerships; Digital Resources). Trustees were provided a timeframe for these awards and their utilization deadlines; more discussion on ARPA is forthcoming at the October Board meeting. </li> <li> <b>New York Digital Inclusion Fund:</b> The New York Digital Inclusion (NYDI) Fund is designed to support innovative partnership models that accelerate digital inclusion across New York State and recognize the need for affordable, high-speed internet, devices, and digital skills. The proposed time frame is January – June 2022. Southeastern is considering applying for this opportunity, since it complements the work being done with ARPA funds. </li> <li> <b>Consider the Source: Diversity and Collaborative Knowledge Project:</b> This grant funds a statewide project that will expand the NYCHE network, establish Diversity &amp; Collaborative Knowledge Centers and Institutes, and increase the number of primary sources available on ConsidertheSourceNY.org to include more historical records related to the history of traditionally underrepresented groups. Southeastern has the opportunity to be the regional coordinator for this project and help establish a regional center for diversity and collaborative knowledge. An additional outcome is the addition of content from member libraries in New York Heritage. The project time frame is September 1, 2021 through May 31, 2023. </li> <li> <b>Health Needs Assessment Survey National Network of Libraries of Medicine (NNLM), Region 7:</b> The new Regional Medical Library (RML) for NNLM is at the University of Massachusetts Medical School, Lamar Soutter Library. The staff at the Region 7 RML have carryover funds from the now defunct NNLM MAR that served New York State. They are working with ESLN to create a project that will help educate the new region 7 and the councils about the health information needs of our members and communities. Southeastern is partnering on a health needs assessment survey, which will hopefully be launched in early 2022. The results of the survey could help inform future grant funded projects with the Region 7 RML. </li> </ul>

After the survey is complete, there may be remaining funds that could be distributed to the councils.
Board of Trustee Lists and Committees
Trustees were provided the 2021/2022 Board Committee and Liaison Roster. T. Killian will be scheduling committee meetings with Chairs in the upcoming weeks/months.  M.E. Leimer notes that the annual Executive Director review process will soon be underway.
Conflict of Interest Policy/Disclosure Statement
Trustees were provided Southeastern's Conflict of Interest Policy/Disclosure Statement, to be filled in annually by Trustees and returned to Southeastern. This year's deadline is October 21.
Sexual Harassment Prevention Training
Staff, volunteers, and Trustees are required to take Sexual Harassment Prevention Training annually. Trustees are asked to complete the self-paced training, or provide documentation that a different training was completed, and return the completed form and certificate to Southeastern. This year's deadline is October 21.
Director and Staff Reports
T. Killian led discussion of the Director and staff reports, noting the change in format for staff reports, per the new 5-Year Plan of Service's goal statements and supporting data.
President's Report
Board President M.E. Leimer had nothing specific to report to the Board at this time.
Reports from Members
G. Trask shared with trustees that Mount Saint Mary College/Southeastern/the regional BOCES group/Ramapo Catskill Library System are working together on a virtual Banned Books symposium to be held March 5, 2022 with proposals due November 1, 2021.  C. Lesh informed the board that the Hudson River Maritime Museum is hosting a conference on Black history in the Hudson Valley, a hybrid virtual/in person event hosted at SUNY Ulster.
Adjournment
<b><i>G. Trask made a motion to adjourn the Board of Trustees meeting at 11:12am. Seconded by M. Colvson. Motion carried.</i></b>

Respectfully Submitted,

Becky Albitz, Secretary