



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
Conducted via Zoom on October 21, 2021**

Board Members Present	Mary Ellen Leimer, Mary Jo Russell, Grace Riario, Kirsten Carter, Ellen Rubin, Becky Albitz, Floyd Lattin, Mark Colvson, Virginia Dunnigan, Gina Trask, Maura Albertson, Laura Streett, Beth Zambito
Board Members Excused	Laurie Shedrick, Carla Lesh
Representing Southeastern	Executive Director Tessa Killian
Call to Order	<i>M.E. Leimer called the meeting to order at 9:30am.</i>
Approval of Minutes from September 23, 2021 Board of Trustees meeting	<p>The minutes of the September 23, 2021 meeting were presented to the Board of Trustees.</p> <p>G. Trask noted a correction: the addition of descriptor to the symposium announced in the Reports from Members (to read “Banned Books”).</p> <p><i>The minutes were entered into the record as amended.</i></p>

New Business	
Fiscal Report for September 2021	
<i>Accept the Fiscal Report for September 2021</i>	<p>T. Killian and Treasurer E. Rubin presented the fiscal reports.</p> <p><i>F. Lattin made a motion to accept and file the fiscal reports. Seconded by B. Albitz. Motion carried.</i></p>
Draft Vaccine Policy	
<i>Motion to approve Draft Vaccine Policy</i>	<p>T. Killian led discussion of the Draft Vaccine Policy, noting that the council attorney has reviewed the draft; her feedback is included in today’s document.</p> <p>Trustees provided the following suggestions/notes:</p> <ul style="list-style-type: none"> • The ADA language regarding reasonable accommodations in this policy may be redundant alongside the existing ADA policy that the council upholds; • Religious exemption example accommodations should be removed as each circumstance will be different and every example won’t apply to every circumstance; • The date listed for vaccine compliance only applies to current employees and likely doesn’t need to be included in the policy moving forward.

	<p>T. Killian will present the amended policy to the council attorney for a follow-up review of the proposed changes and will return to the Board with any suggested revisions.</p> <p><i>G. Riario made a motion to approve the Draft Vaccine Policy as amended. Seconded by B. Albitz. Motion carried.</i></p>
<p>Southeastern's Revised Draft Plan and Procedures for Health Emergencies</p>	
<p><i>Motion to approve Revised Draft Plan and Procedures for Health Emergencies</i></p>	<p>Trustees were presented with Southeastern's Revised Draft Plan and Procedures for Health Emergencies. T. Killian noted the following:</p> <ul style="list-style-type: none"> • Trustees were presented today with Plan and Procedures for Health Emergencies v2.0; v1.0 was presented at the September meeting for comments; that feedback has been incorporated into this new version. • This plan will replace the Reopening Plan and Procedures and 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 Southeastern's continued operations and resilience during the current COVID-19 pandemic, but it can also be used to guide the council upon declaration of another public health emergency. • Regarding the operational level chart's guiding metrics, the plan was adjusted to reflect that COVID-19 will likely be endemic; therefore, raising the benchmark number of regional active cases is required to avoid the operational level remaining static (i.e., never lowering to level "Green"). <p>Moving forward, the necessity of this plan will be assessed as conditions change.</p> <p><i>M. Albertson made a motion to approve the Draft Plan and Procedures for Health Emergencies as presented. Seconded by B. Zambito. Motion carried.</i></p>
<p>American Rescue Plan Act Subaward for Southeastern region</p>	
<p><i>Motion to approve Southeastern's ARPA Subaward Plan</i></p>	<p>Trustees were presented with a draft of Southeastern's ARPA Subaward Plan. T. Killian led discussion, noting the following:</p> <ul style="list-style-type: none"> • The State Library has allocated \$5,514,315 in 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 submit three applications, one for each project component. Applications are due November 18. • Southeastern will work on Digital Inclusion projects in consultation and partnership with Mid-Hudson Library System and Ramapo Catskill Library System.

	<ul style="list-style-type: none"> • Per ARPA Guidelines, the Digital Inclusion Initiative component refers to the activities necessary to ensure that all individuals and communities, including the most disadvantaged, have access to and use of Information and Communication Technologies (ICTs). • Digital Inclusion resources (the allocation for this component is \$342,487) will go towards: <ul style="list-style-type: none"> ○ Digital Navigator Project to train library workers and staff at community-based organizations. Digital Navigators are individuals who address the whole digital inclusion process, including home connectivity, devices, and digital skills. The goal for this project is to have a cohort of people (~100) trained in these new competencies to work in libraries and community-based organizations and ultimately connect more people to the internet. Southeastern's Education and Outreach Librarian Carolyn Bennett Glauda will be this project's manager. ○ Beyond the Library - WIFI Access project to extend the wireless internet signal at participating libraries to reach up to 300 feet beyond the walls of the library, and, in more densely populated neighborhoods, into nearby homes and businesses. This project will allow residents to access the internet from their car in the parking lot, in outdoor spaces on library property, and beyond. • SLS Digital Resources Projects: The subawards for the School Library Systems are based on a formula designated by the state library. School Library System (SLS) Digital Resources for Students projects will enhance students' access to digital resources. Project activities may include the purchase of new digital resources such as e-books, e-audio books, e-magazines, databases, streaming video, or other digital resources that will enhance student learning. The application for this award was shared with the BOCES SLS and is due by November 1, 2021. The allocation for this component is \$47,547. • Library & Museum Partnership Projects: This component is intended to strengthen library/museum partnerships at the regional and/or local levels. Southeastern will distribute these funds as subawards through a competitive review process. Proposals for projects submitted to Southeastern will need to show how both primary project partners - libraries and museums - will be engaged in the work and how communities will benefit from the project. The allocation for this component is \$72,358. <ul style="list-style-type: none"> ○ Project proposals can range from \$5,000 to \$20,000;
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	<ul style="list-style-type: none"> ○ Southeastern will assemble an objective team of people who will review and evaluate the proposals using the criteria established for this award. ○ Timeline: <ul style="list-style-type: none"> ▪ Proposals are due by Monday, November 22, 2021. ▪ Notifications and announcements will be made in December 2021. <p>Southeastern will host an information session on Library & Museum Partnership Projects/ARPA subawards on November 5. Information about ARPA will also be communicated through the council's mailing list(s), newsletter, and via email at arpa@senylrc.org.</p> <p>The separate bank account established for the council's PPP loan will now be utilized for ARPA funds.</p> <p>M.J. Russell, on behalf of the Hospital Library Services Program Committee, noted for the record that the State Library has left hospital libraries out of its ARPA project scope.</p> <p><i>M. Colvson made a motion to approve Southeastern's ARPA Subaward Plan. Seconded by G. Trask. Motion carried.</i></p>
Informational Items	
Reminders: EDI Assessment, Disclosure Statement, and Sexual Harassment Prevention training documentation	
Trustees were reminded to fill out and submit their Conflict of Interest disclosures, Sexual Harassment Prevention training documentation (all due today), and, optionally but encouraged, the Equity Diversity & Inclusion assessment (requested by 10/29).	
Director and Staff Reports	
<p>T. Killian led discussion of the Director and staff reports, noting the following:</p> <ul style="list-style-type: none"> ● Southeastern awaits word from the State Library on the submitted Annual Report; ● The council is changing payroll companies, to PayChex; ● Southeastern will not be applying for the NY Digital Inclusion Fund grant, as other obligations have the council's full focus at this time. The council and public library systems will pursue the goals related to that grant after the ARPA application/management process wraps up; ● Upcoming programs include <i>Fall Into Books</i>, the regional young adult/children's literature conference, the <i>Teaching About the Stockbridge-Munsee Community</i> webinar, and a career strategies workshop called <i>Careers and Job Hunting Strategies Beyond the L in LIS</i>. These and other events are listed on Southeastern's public calendar. ● Digital Services Manager Jennifer Palmentiero's recent digitization work includes a Spanish-American War album for Hudson Library and a series of urban renewal photos for the City of Newburgh. ● Frank Appell, the librarian at Good Samaritan Hospital, is retiring. Frank has served on Southeastern's board and is a friend and colleague to many. M.J. Russell reports 	

the good news that the position of librarian at Good Samaritan Hospital will be maintained after Frank's retirement.

- Resource Sharing and Cataloging Librarian Kelsey Milner reports an uptick in interlibrary loan activity.
- Systems Manager Zachary Spalding is working with Chuck Henry at our sibling council, Northern New York Library Network, to arrange a mutual aid arrangement between our council's experts, should either be unavailable.
- Hospital Library Services Program Manager Sarah Holsted is piloting a chat option for VITAL hospital members for virtual real-time communication.

President's Report

Board President M.E. Leimer had nothing specific to report to the Board at this time.

Reports from Members

Trustees and Southeastern staff are invited to a social event on Friday, October 22, at Twin Orchard Farms in New Paltz, from 3-5pm.

Adjournment

M.J. Russell made a motion to adjourn the Board of Trustees meeting at 10:40am. Seconded by B. Zambito. Motion carried.

Respectfully Submitted,

Becky Albitz, Secretary