



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
Conducted via Zoom on November 18, 2021**

Board Members Present	Mary Ellen Leimer, Mary Jo Russell, Grace Riario, Kirsten Carter, Ellen Rubin, Becky Albitz, Floyd Lattin, Gina Trask, Maura Albertson, Laura Streett, Laurie Shedrick, Carla Lesh
Board Members Excused	Beth Zambito, Mark Colvson, Virginia Dunnigan
Representing Southeastern	Executive Director Tessa Killian, Finance Manager Liz Gurdin
Guests	Rebecca Reynolds and Elissa N. Yeager of RBT CPAs, LLP
Call to Order	<i>M.E. Leimer called the meeting to order at 9:32am.</i>
Approval of Minutes from October 21, 2021, 2021 Board of Trustees meeting	<p>The minutes of the October 21, 2021 meeting were presented to the Board of Trustees.</p> <p>An edit was applied to the ARPA Subaward item to clarify the HLSP Committee's comments.</p> <p><i>The minutes were entered into the record as amended.</i></p>

New Business	
Draft Audit Report for 7/1/20—6/30/21; 990 Tax filing from RBT CPAs, LLP	
Motion to approve the Draft Audit Report and 990 Tax filing	<p>M.E. Leimer introduced Rebecca Reynolds and Elissa N. Yeager of RBT CPAs, LLP.</p> <p>R. Reynolds presented on the draft Audit Report and financial statements for 7/1/2020 - 6/30/2021, noting that the Council has received a "clean opinion," reflecting no identified "internal control deficiencies" with the audit and therefore, no suggestions or corrections for management.</p> <p>E. Yeager presented on the 990 Tax filing, noting no major changes from the prior year's report.</p> <p>T. Killian noted that the money received by hospital libraries is to be reported as a subsidy, not a grant. That change will be reviewed and adjusted in the documents as appropriate prior to the tax filing.</p> <p>M.E. Leimer and F. Lattin expressed their thanks for a clear and concise report and presentation from RBT, and commended T. Killian and L. Gurdin for their hard work in preparing for the</p>

	<p>audit.</p> <p><i>F. Lattin made a motion to approve the Independent Auditor's Report and financial statements for 7/1/2020 - 6/30/2021, and the 990 Tax Filings, as modified. Seconded by L. Shedrick. Motion carried.</i></p>
<p>Fiscal Report for October 2021</p>	
<p><i>Accept the Fiscal Report for October 2021</i></p>	<p>T. Killian and Treasurer E. Rubin presented the fiscal report.</p> <p><i>G. Trask made a motion to accept and file the fiscal report for October 2021. Seconded by M.J. Russell. Motion carried.</i></p>
<p>HRVH Member Application from the Claverack Free Library</p>	
<p><i>Motion to approve Member Application</i></p>	<p>T. Killian led a discussion of the HRVH membership application from the Claverack Free Library, which would like to work with Southeastern to digitize newspapers from the 1800s as well as materials related to Claverack College.</p> <p><i>L. Shedrick made a motion to approve the HRVH Member Application as presented. Seconded by E. Rubin. Motion carried.</i></p>
<p>American Rescue Plan Act Subaward for Southeastern region</p>	
<p><i>Motion to approve American Rescue Plan Act Subaward for Southeastern region</i></p>	<p>T. Killian led discussion of the ARPA Subaward, noting that trustees were provided draft information at the prior Board meeting. Today's documents include a summary sheet regarding proposed subaward projects as well as revenue/expenses summaries for each.</p> <p>Trustees inquired if the subaward is competitive; it is not. The funds are allocated from the State Library and will be distributed pending review of Southeastern's application and the clarification of any follow-up questions the State Library may have.</p> <p>Southeastern is looking to use subaward salary funds to add another day per week to the Finance Manager's schedule, to handle the volume of contracts related to the Digital Navigator project; funds will also go towards Education and Outreach Librarian Carolyn Bennett Glauda's salary, as she will be playing a role in the subaward project execution.</p> <p>Trustees inquired when the State Library will give Southeastern the go-ahead to get started on the subaward projects; the State Library estimates that the funds will be awarded 4-6 weeks after the application is approved. The council will not be signing contracts until the funds are in hand but supplemental work will begin prior to approval, to organize teams/document review etc., to meet the grant program's imposed timeline.</p> <p>Trustees asked for a definition of "indirect costs" as noted in the financial summaries. This term refers to a percentage of the grant</p>

	<p>funds that are earmarked for the grant-administrating organization to “keep the lights on” while focused on funded projects.</p> <p><i>E. Rubin made a motion to approve the submission of Southeastern’s American Rescue Plan Act Subaward application as presented and to authorize Executive Director Tessa Killian to sign contracts as required. Seconded by M. Albertson. Motion carried.</i></p>
Informational Items	
EDI Assessment analysis	
<p>T. Killian thanked Trustees for participating in the EDI assessment survey and reported a 92% return rate for the combined staff and Board (with 100% participation from council staff).</p> <p>The average score between staff and trustees was 99, placing Southeastern as a “Leader” in regional EDI efforts. Next steps will be discussed at the January board meeting, regarding how the assessment results can be utilized to inform future efforts.</p>	
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"> • The Annual Report was approved; • The Regional Bibliographic Database Aid (RBDB) law has been rescinded by the State Library as part of a pandemic response effort to streamline state funding processes. RBDB funds can be merged in the council’s budget with basic aid; • The council attorney has reviewed the COVID-19 vaccine policy, with no changes suggested; • Education and Outreach Librarian Carolyn Bennett Glauda has started preparations for SENY-Con 2022 with a call for proposals. The event will be held in a hybrid format, with some presentations broadcast from Southeastern headquarters. Technology upgrades, ideally to be funded by an National Network of Libraries of Medicine (NNLM) grant, are forthcoming to accommodate a variety of hybrid events moving forward; • Digital Services Manager Jennifer Palmentiero is working with multiple public libraries and colleges on current projects. <p>Trustees noted a typo on page 8 (correcting spelling of “Munsee”).</p>	
President’s Report	
<p>Board President M.E. Leimer thanked the Board of Trustees for their work on behalf of Southeastern, as well as Southeastern staff for their dedication, and hoped all are able to enjoy the holiday season.</p>	
Reports from Committees (Board or Advisory)	
<p>M.J. Russell reported that Good Samaritan Hospital’s librarian, Frank Appell Jr., has retired. The institution is planning to hire a new librarian to fill that position.</p>	
Reports from Members	
<p>L. Shedrick reported that Mid-Hudson Library System’s new catalog will be available for public testing on Monday. Feedback is encouraged.</p> <p>G. Trask reported that Mount Saint Mary College has hired a Director of the Desmond</p>	

Center for Community Engagement and Wellness, a new, grant-funded Center meant to provide health and education services to the greater Newburgh community.

K. Carter reported that FDR Library's Director, Paul Sparrow, has announced his retirement. William Harris, current Deputy Director, will be Acting Director for about six months, during the hiring process for a new Director.

Adjournment

L. Shedrick made a motion to adjourn the Board of Trustees meeting at 10:37am. Seconded by M.E. Leimer. Motion carried.

Respectfully Submitted,

Becky Albitz, Secretary