



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
Conducted via Zoom and in person at Southeastern on January 19, 2023**

Board Members Present	Mary Jo Russell, Ellen Rubin, Laura Streett, Mary Ellen Leimer, Laurie Shedrick, Kirsten Carter, Becky Albitz, Beth Zambito, Maura Albertson, Floyd Lattin
Board Members Absent	Grace Riario, Gina Trask, Carla Lesh, Kristy Lee
Representing Southeastern	Executive Director Tessa Killian, Finance Manager Liz Gurdin
Call to Order	<i>Vice-President B. Albitz called the meeting to order at 9:31am.</i>
Approval of the Agenda	B. Albitz requested approval of the meeting agenda. <i>E. Rubin made a motion to approve the agenda. Seconded by L. Shedrick. Motion carried.</i>
Approval of Minutes from November 17, 2022, and December 21, 2022	The minutes of the November 17, 2022 meeting were presented to the Board of Trustees. <i>M.E. Leimer made a motion to accept and file the November 17, 2022 Board of Trustees meeting minutes. Seconded by F. Lattin. The minutes were entered into the record as presented.</i> The minutes of the December 21, 2022 meeting were presented to the Board of Trustees. <i>M. J. Russell made a motion to accept and file the December 21, 2022 Board of Trustees meeting minutes. Seconded by K. Carter. The minutes were entered into the record as presented.</i>

New Business	
Fiscal Reports for November and December 2022	
<i>M.E. Leimer made a motion to accept and file the fiscal report for November 2022. Seconded by E. Rubin.</i>	
L. Gurdin highlighted the addition of context notes throughout the financial statements. T. Killian noted that funds set aside for Capital Improvements have been expended as planned.	
<i>B. Albitz called the question to accept and file the fiscal report for November 2022. By unanimous vote the motion carried.</i>	
<i>L. Shedrick made a motion to accept and file the fiscal report for December 2022.</i>	

Seconded by M.J. Russell.

L. Gurdin noted that all hospital members have paid for their e-resources package as of December; vendor invoices will be paid in January per the usual timeline.

B. Albitz called the question to accept and file the fiscal report for December 2022. By unanimous vote the motion carried.

L. Gurdin informed trustees that the board-approved account and Certificate of Deposit has been opened at Salisbury Bank; appointments are in place for later this month to open the remaining accounts and CDs at Mid-Hudson Federal Credit Union, Rondout Savings Bank, and Chase Bank.

New HRVH Member Applications: Germantown History Department, Vedder Research Library, and the Westchester County Historical Society.

<p><i>Motion to approve HRVH Member Application for Germantown History Department</i></p>	<p><i>M.E. Leimer made a motion to accept the HRVH Membership application from the Germantown History Department. Seconded by M. Albertson.</i></p> <p>T. Killian noted that the Germantown History Department plans to digitize a wide variety of holdings related to Germantown and surrounding areas.</p> <p><i>B. Albitz called the question to approve the HRVH Member Application from Germantown History Department. By unanimous vote the motion carried.</i></p>
<p><i>Motion to approve HRVH Member Application for Vedder Research Library</i></p>	<p><i>E. Rubin made a motion to accept the HRVH Membership application from the Vedder Research Library. Seconded by L. Shedrick.</i></p> <p>T. Killian noted that the Vedder Research Library, a library within the Greene County Historical Society, aims to digitize and upload their holdings to New York Heritage.</p> <p><i>B. Albitz called the question to approve the HRVH Member Application from Vedder Research Library. By unanimous vote the motion carried.</i></p>
<p><i>Motion to approve HRVH Member Application for Westchester County Historical Society</i></p>	<p><i>M. Alberston made a motion to accept the HRVH Membership application from the Westchester County Historical Society. Seconded by K. Carter.</i></p> <p>T. Killian noted that the Westchester County Historical Society is working towards a grant to support the digitization of first-person handwritten narratives from the American Revolution. WCHS likewise has an interest in utilizing Southeastern’s Digital Dark Archive.</p> <p><i>B. Albitz called the question to approve the HRVH Member Application from the Westchester County Historical Society. By</i></p>

<i>unanimous vote the motion carried.</i>
Final Draft of the EDI Plan
<i>M. E. Leimer made a motion to approve the draft EDI Plan as presented. Seconded by E. Rubin.</i>
<p>T. Killian notes that this draft plan is the culminating document that emerged from the Ad Hoc EDI Committee’s work. The draft, last presented to the Board in December, has seen edits to the core values statements, which were reviewed by the Planning Committee and subsequently adjusted by the Ad-Hoc committee, per the Planning Committee’s notes.</p> <p>T. Killian thanked everyone who was involved in this work, staff, trustees, and members alike, since the Ad Hoc Committee’s inception in November 2021.</p> <p>M.E. Leimer reported her satisfaction that the plan will continue to function as a living document, to be posted on Southeastern’s website for continued comments and feedback from members. M.E. Leimer also noted the challenges in discussing some of the subject matter and appreciates participants’ willingness to have tough and productive conversations to produce the plan.</p> <p>The EDI Plan will be presented to members at this year’s SENY-Con, to be held on April 14th, the upcoming EDI SIG on February 22nd, and at the council’s 56th Annual Meeting on June 2nd.</p>
<i>B. Albitz called the question to approve the draft EDI Plan as presented. By unanimous vote the motion carried.</i>
Standing EDI committee
<i>E. Rubin made a motion to form a standing Equity, Diversity, and Inclusion Committee. Seconded by L. Shedrick.</i>
<p>T. Killian explained the proposed council standing committee makeup, in line with the bylaws and other established standing committees: a trustee serves on the committee as Board liaison, members are invited to join, a Chair is selected, and participants serve three-year terms.</p>
<i>B. Albitz called the question to approve the formation of a standing Equity, Diversity, and Inclusion Committee. By unanimous vote the motion carried.</i>
New Trustee Recruiting Document
<i>K. Carter made a motion to approve the document developed by the Trustee and Officer Nominating Committee for the recruitment of new trustees. Seconded by M.J. Russell.</i>
<p>B. Albitz noted that the document under discussion, developed by the Trustee and Officer Nominating Committee, is a series of talking points to be used when approaching potential board members. The document clarifies responsibilities and expectations.</p> <p>T. Killian explained that the document will be made available for trustees to access when talking to potential board members. This document was separated out from the Code of Conduct elements as initially presented; the Executive Director and Board President will</p>

revisit those elements and draft a distinct document with that information for future Board review and discussion.

Trustees inquired on the point of the Board’s responsibilities in hiring and evaluating the Executive Director. It was determined to edit the language to include trustees’ role in the process of hiring, annually evaluating, and, when necessary, discharging the Executive Director.

B. Albitz called the question to approve the document developed by the Trustee and Officer Nominating Committee for the recruitment of new trustees, as amended. By unanimous vote the motion carried.

Informational Items

Director’s Report

T. Killian led discussion of the Director and staff reports, noting the following:

- The Empire State Library Network is working with Stephanie Cole Adams to expand the Ask the Lawyer service to include Human Resources assistance/consulting. Adams will hire staff to accommodate this expansion of scope and to expedite answers. This service expansion will start as a trial and be evaluated before it is set as a permanent offering.
- Southeastern is now listed as a partner in the Unite Against Book Bans initiative, as approved by the Board at a prior meeting; this involvement was announced to members in the council’s January newsletter.
- Southeastern has announced the upcoming EDI workshops and consulting opportunities with Dr. Kawanna Bright. T. Killian requests trustee volunteers to help in evaluating applications for consults with Dr. Bright.
- T. Killian and Education and Outreach Librarian Carolyn Bennett Glauda are hosting a February meeting for digital inclusion advocates, in conjunction with Mid-Hudson Library System and Ramapo Catskill Library System. The meeting’s goal is to bring together regional leaders to discuss digital inclusion initiatives underway or being considered.
- The 8th annual SENY-Con is being planned; the event will feature a full slate of in-person and prerecorded presentations from members.

Annual Meeting and Twila Snead Award

Southeastern’s 56th Annual Meeting will be held on Friday, June 2nd. The Planning Committee has determined to hold the event in-person, with a broadcast to accommodate remote participants. The Planning Committee and staff are working to determine a keynote speaker.

T. Killian requests a volunteer for the Twila Snead Award committee to review applications; the award will be promoted early this year to aid in the solicitation of nominees.

Board Committee Reports: Planning, Ad Hoc EDI

Trustees were provided reports from the Planning and Ad Hoc EDI Committees for their review. T. Killian noted that the Planning Committee is working on a staff and trustee social event.

Advisory Committee Reports

Trustees were provided reports from the Digital Advisory and Hospital Library Services

Program Committees for their review.
Vice-President’s Report
Board Vice-President B. Albitz had nothing to report at this time.
Good of the Order
B. Albitz reported that Marist has hired a new Provost, Dr. Catherine (Katie) Gunther Kodat —the first woman to hold a major academic post the college’s history.
Adjournment
<i>E. Rubin made a motion to adjourn the Board of Trustees meeting at 10:34am. Seconded by L. Shedrick. Motion carried.</i>

Respectfully Submitted,

Beth Zambito, Secretary