



**Southeastern New York Library Resources Council  
Minutes of the Board of Trustees Meeting  
Conducted via Zoom and in person at Southeastern on September 15, 2022**

<b>Board Members Present</b>	Mary Jo Russell, Grace Riario, Ellen Rubin, Becky Albitz, Gina Trask, Laura Streett, Kristy Lee, Maura Albertson, Mary Ellen Leimer, Floyd Lattin, Laurie Shedrick, Beth Zambito, Kirsten Carter
<b>Board Members Excused</b>	Carla Lesh
<b>Representing Southeastern</b>	Executive Director Tessa Killian
<b>Call to Order</b>	<b><i>President G. Trask called the meeting to order at 9:32am.</i></b>
<b>Approval of the Agenda</b>	G. Trask requested approval of the meeting agenda.  <b><i>E. Rubin made a motion to approve the agenda. Seconded by M.E. Leimer. Motion carried.</i></b>
<b>Approval of Minutes from July 21, 2022 Board of Trustees meeting</b>	The minutes of the July 21, 2022 meeting were presented to the Board of Trustees. The minutes were entered into the record as presented.

<b>Old Business</b>
Community Agreements
G. Trask and T. Killian provided an informational update on the previously discussed community agreements for the Board of Trustees.  In reviewing trustee feedback on the community agreements draft, two specific objectives were identified: trustee conduct and trustee recruitment. It was determined that the agreement document will be re-drafted to solely reflect the trustee conduct objective, while the trustee recruitment objective will be discussed by the Officer and Trustee Nominating Committee, to be detailed in a separate document outlining trustee job duties.
<b>New Business</b>
Fiscal Report for July & August 2022
<b><i>B. Albitz made a motion to accept and file the fiscal report for July &amp; August 2022. Seconded by L. Shedrick.</i></b>  T. Killian led a discussion of the fiscal report, noting the following: <ul style="list-style-type: none"> <li>• The Fund Reserve Balance is detailed for trustee information, including restricted categories, cash flow reserve fund, and unallocated fund balance</li> <li>• Trustees inquired how the Medical Information Services Program’s restricted funds category is utilized; these funds go toward resource sharing subsidization and program-involved staff salaries</li> <li>• Trustees inquired why the mortgage payments are made by check and not</li> </ul>

electronically; this is a council policy, which requires two signatures from authorized signers for sizable payments

- The annual audit fieldwork has been completed by RBT CPAs, LLC. RBT reports that their review went well. One suggestion arising from the audit is to simplify the hospital library contracts process to do away with the traditional contract addendum that is sent out to confirm pricing. RBT will report their final audit results to the Board in October.

***G. Trask called the question to accept and file the fiscal report for July & August 2022. By unanimous vote the motion carried.***

Presentation on the Annual Member Survey

T. Killian presented results of the annual member survey, a state-required element of the Southeastern's 5-Year Plan of Service. The survey received 99 individual respondents, representing all of the Council's membership types. The survey results, which contain insights such as collection development being valued and the desire for more online programs, are used to plan and develop member services and professional development per members' specific needs and preferences.

Annual Report for 3Rs Library Systems (July 1, 2021 – June 30, 2022)  
New York State Library, Division of Library Development

***M.J. Russell made a motion to accept the Annual Report for 3Rs Library Systems. Seconded by G. Riario.***

T. Killian noted the full staff's involvement in gathering the data and narratives for this report. This year's report mirrors the 5-Year Plan of Service, with goal statements followed by results and progress evaluation methods, as well as results from the member survey. Report formatting reflects the State Library's preferences. The report will be electronically submitted to the State Library for review. State aid is contingent on the approval of the annual report.

Trustees noted it would be helpful for Board committees to review summary information for details relevant to their work.

***G. Trask called the question to accept the Annual Report for 3Rs Library Systems as presented. By unanimous vote the motion carried.***

Policies to review and approve

G. Trask introduced the policies discussion, noting three existing policies to review as well as one new policy. The policy edits and addition result from council attorney and prior trustee review.

***M.E. Leimer made a motion to review and approve the presented council policies. Seconded by M.J. Russell.***

M.E. Leimer noted the following:

- Health insurance policy edits change the hours for part-time employees to be eligible, from 22 to 26 per week, based on the Affordable Care Act threshold. Edits also eliminated the "grandfathered" status for employees hired before 2011.
- Anti-Discrimination policy edits open the reporting of concerns to any member of the Finance and the Personnel Committee. Edits also move the list of protected

<p>classes to the new Civil Rights, Diversity, Equity, and Inclusion policy.</p> <ul style="list-style-type: none"> <li>• The Equal Employment Opportunity policy edits add references to relevant policies, including the new Civil Rights, Diversity, Equity, and Inclusion Policy</li> <li>• The new policy for Civil Rights, Diversity, Equity, and Inclusion details how Southeastern intends to prevent illegal discrimination, respond when a report of illegal discrimination is made, and work to build a collaborative, supportive, and inclusive environment.</li> </ul> <p><b><i>G. Trask called the question to approve the policy revisions to the Health Insurance, Anti-Discrimination, and Equal Employment Opportunity policies. By unanimous vote the motion carried.</i></b></p> <p><b><i>G. Trask called the question to approve the new Civil Rights, Diversity, Equity, and Inclusion policy. By unanimous vote the motion carried.</i></b></p>
<p>New HRVH Member Applications: D&amp;H Canal Historical Society; City of Kingston</p>
<p><b><i>L. Shedrick made a motion to approve the HRVH member applications from the D&amp;H Canal Historical Society and the City of Kingston. Seconded by E. Rubin.</i></b></p> <p>T. Killian informed trustees that the D&amp;H Canal Historical Society is working on contributions to the Consider the Source grant project, related to underrepresented communities. The City of Kingston is working on digitization of their historical holdings.</p> <p><b><i>G. Trask called the question to approve the HRVH member applications from the D&amp;H Canal Historical and the City of Kingston. By unanimous vote the motion carried.</i></b></p>
<p><b>Informational Items</b></p>
<p>Conflict of Interest Policy/Disclosure Statement</p>
<p>T. Killian informed trustees of the annual conflict of interest disclosure statement required of trustees. The policy was provided, and the disclosure form will be sent electronically to trustees following today's meeting. The deadline is October 20.</p>
<p>Sexual Harassment Prevention Training</p>
<p>T. Killian informed trustees of the annual Sexual Harassment Prevention Training required of trustees and staff. The policy and instructions for online training were provided and the associated form will be sent electronically to trustees following today's meeting. The deadline is October 20.</p>
<p>Board Committee Reports/Ad Hoc EDI</p>
<p>Finance and Personnel Committee chair E. Rubin reported that the committee has determined to continue paying the council's mortgage monthly, rather than pay it off in a lump sum.</p> <p>Ad Hoc EDI Committee council liaison T. Killian reported that the committee's work on a founding draft document is underway. Once complete, that draft will be presented for Board approval, as will the recommendation that the committee be formed into a standing advisory committee.</p>
<p>Director's Report</p>
<p>T. Killian led discussion of the Director and staff reports, noting the following:</p> <ul style="list-style-type: none"> <li>• The Hudson River Valley Heritage (HRVH) and HVconnected websites are both live; the former is a portal to member collections and the latter is a directory and search</li> </ul>

tool to find participants in the Digital Navigators program.

- Four regional hospital members have contracted with Southeastern's VITAL service.
- Southeastern's capital improvement projects, related to ventilation and insulation of the council headquarters, are completed. The council has already seen energy conservation benefits from the work.
- The ARPA projects are winding down, with reporting outcomes the next step. The Digital Navigators project continues until December; meanwhile, 72 outside wifi access points have been installed at libraries across the region.

#### Advisory Committee Reports

G. Trask introduced Advisory Committee Reports as a new standing agenda item for Board of Trustees meetings.

M.J. Russell reports that the Hospital Library Services Program Committee anticipates a new member once Good Samaritan Hospital fills its vacancy for a hospital librarian. The committee is currently reviewing electronic resources and ebook collections to determine what resources are used by members, to streamline core offerings.

#### Executive Director's Evaluation

M.E. Leimer reported that the final step in the Executive Director's evaluation is for the Board President and Immediate Past President to meet with T. Killian; that meeting will occur today. After that meeting, T. Killian will send pertinent documents to the full Board. At the October Board of Trustees meeting, the Board will vote on the approval and filing of the evaluation.

#### President's Report

G. Trask reports that the board advisory committee rosters have been approved.

#### Good of the Order

Trustees report that the hybrid format of this meeting is successful; trustees attending virtually feel that the level of engagement with those attending in person is effective.

M.J. Russell reports that in her capacity as archivist of Vassar Bros. Medical Center, she has completed a history of Vassar and a history of the School of Nursing at Vassar, a six-year effort! The next step is to arrange printing of research findings.

K. Lee reports that the Friends of Sojourner Truth Library have arranged for Odell Winfield to deliver the 15th Annual Dennis O'Keefe Lecture on Thursday, September 15 at 5pm. Winfield will discuss his role in the development of two libraries for underserved local communities, including the A. J. Williams-Myers African Roots Center in Kingston.

B. Albitz reports that Marist Library will host a Banned Books panel discussion on Monday, September 19 at 5-6:30pm.

#### Adjournment

***E. Rubin made a motion to adjourn the Board of Trustees meeting at 10:58am. Seconded by B. Albitz. Motion carried.***

Respectfully Submitted,



Beth Zambito, Secretary