



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
Conducted via Zoom and in person at Southeastern on January 18, 2024**

Board Members Present	Mary Jo Russell, Becky Albitz, Floyd Lattin, Grace Riario, Kristy Lee, Beth Zambito, Ellen Rubin, Kirsten Carter, Laura Streett
Board Members Absent	Laurie Shedrick, Gina Trask
Representing Southeastern	Executive Director Tessa Killian, Finance Manager Liz Gurdin, Hospital Library Services Manager Sarah Holsted
Call to Order	<i>Vice President B. Albitz called the meeting to order at 9:30am.</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 G. Riario. Motion carried.</i>
Approval of Minutes from November 16, 2023	The minutes of the November 16, 2023 meeting were presented to the Board of Trustees. <i>The minutes were entered into the record as presented.</i>

New Business
Fiscal Report for November and December 2023
<p>Board Treasurer E. Rubin introduced the fiscal report for November and December 2023.</p> <p>Finance Manager L. Gurdin noted the following:</p> <ul style="list-style-type: none"> • Regarding the December Capital Improvement budget report: in November the Board approved a budget increase to account for the planned HVAC renovations, which was paid out in January and so will be reflected in the January fiscal report. • ARPA appears in this month's report as the council received the final 10% of funding in the current fiscal year. <p>T. Killian noted the following:</p> <ul style="list-style-type: none"> • Public library systems involved in the Digital Navigators program have been invoiced and have paid their share. • Southeastern continues the work of securing the promised legislative grants; a new online portal is coming available this week to file necessary paperwork. • The December financial report reflects the halfway point in the council's fiscal year, with expenditures at around 50% of the budget as anticipated. <p><i>K. Lee made a motion to approve the Fiscal Report for November and December 2023. Seconded by M.J. Russell. The fiscal reports were filed as presented.</i></p>

Finance and Personnel Committee – Health Insurance Update and Recommendations

E. Rubin briefed trustees on the health insurance update, noting that T. Killian and L. Gurdin worked diligently to find a comparable alternative to NYSHIP for Southeastern staff, in consultation with the council’s attorney regarding the retiree that is currently receiving council benefits. The Finance and Personnel committee recommends a resolution regarding these matters, but first opens the floor today for comments and discussion.

F. Lattin noted that NYSHIP renewal came late, and with a price point far above expectations. T. Killian and L. Gurdin explored options through a broker and found a good solution in CDPHP, a large national network, with three Gold plan levels from which staff can choose. Regarding coverage for retirees, the council is not required to provide coverage beyond NYSHIP and so has been provided with a letter from the attorney stating such, to send to the retiree impacted by these changes.

T. Killian noted that the council is beholden to provide 90 days’ notice to staff and the retiree to make these changes, which will take effect April 30th. The Finance and Personnel Committee asks the Board for approval of the proposed resolution as presented:

*WHEREAS Southeastern desires to continue offering health insurance to employees; and
WHEREAS the proposed rates from the New York State Health Insurance Program are not
consistent with the needs of Southeastern; THEREFORE*

*BE IT RESOLVED that the board authorizes the Executive Director to withdraw the Council
from NYSHIP effective April 30, 2024 and to enroll the Council in CDPHP effective May 1, 2024;
and*

*BE IT FURTHER RESOLVED that the Executive Director is authorized to send the attached 90-day
notices required by 4 NYCRR 73.10 to NYSHIP, employees, and retirees.*

(For retirees, the 90-day notice is that the Council will no longer be offering the coverage they were receiving as retirees.)

Trustees were provided with documentation that reflects the savings the council and staff will see from the proposed provider change, as well as the price point differences between the available levels of coverage. Notably, the proposed new provider’s offerings include a “Double” coverage level for staff, versus NYSHIP’s limitation to either a “Single” plan or “Family” plan.

E. Rubin, on behalf of the Finance and Personnel Committee, made a motion to approve the committee resolution as presented. Seconded by F. Lattin. By unanimous vote the motion carried.

T. Killian thanked the Committee and L. Gurdin for their research and work toward this resolution; this change is no small effort, as Southeastern has utilized NYSHIP insurance coverage since the council’s inception in the 1960s.

Trustee and Officer Nominating Committee – Trustee Nominations

B. Albitz led a discussion of the proposed trustee nominations, noting that two trustees, M. Albertson and C. Lesh, have recently resigned from the board. The Trustee and Officer Nominating Committee therefore has two nominees to fill those vacant positions on the board until the end of the fiscal year, at which time, should the candidates choose to continue their service, the membership will vote for their appointment to the terms.

To fill the vacant role representing Cultural Heritage institutions, the committee nominates Josephine Bloodgood, Director of Curatorial and Preservation Affairs at Historic Huguenot Street. Trustees were presented with J. Bloodgood's personal statement to the board.

B. Albitz made a motion on behalf of the Trustee and Officer Nominating Committee to approve J. Bloodgood to fill the vacant Cultural Heritage trustee role until the end of the current fiscal year. Seconded by G. Riario. By unanimous vote the motion carried.

To fill the vacant role representing School Library Systems, the committee nominates Kimberly Hooper, School Library System Coordinator at Rockland BOCES. Trustees were presented with K. Hooper's personal statement to the board.

B. Albitz made a motion on behalf of the Trustee and Officer Nominating Committee to approve K. Hooper to fill the vacant School Library System trustee role until the end of the current fiscal year. Seconded by G. Riario. By unanimous vote the motion carried.

T. Killian will soon meet with the newly appointed trustees for an orientation; both plan to attend the Board of Trustees meeting scheduled for March.

Planning Committee – Recommended Revisions to the Membership Criteria

M.J. Russell briefed trustees on the committee's work reviewing council membership criteria.

The committee today recommends to the Board some wording and statement changes, for clarity in the text. The committee suggests changes to the statement regarding what kind of staffing qualifies a prospective council member, and to remove the 'Individual' council membership level, which has proved to be unnecessary in the council membership structure.

The committee's recommendation for changes to broaden what qualifies a potential Twila Snead award nominee, and the criteria used to determine award recipients, were also presented.

E. Rubin made a motion to approve revisions to the Southeastern membership criteria as presented. Seconded by K. Carter. By unanimous vote the motion carried.

M.J. Russell noted other Planning Committee actions underway, including the selection of an Annual Meeting speaker, David Hochfelder from the University of Albany. Mr. Hochfelder is an urban historian focused on the Hudson Valley. The committee is still searching for a suitable venue for the annual meeting.

Review the Handbook for Trustees

B. Albitz briefed trustees on the documents gathered to educate new trustees and to show potential trustees what responsibilities the role involves.

T. Killian explained the genesis of the handbook presented today, which began as a trustee orientation manual. Having worked with Board President G. Trask and Vice President B. Albitz to rework the earlier draft into a handbook with extensive changes, T. Killian today asks for Board approval. New incorporations in the handbook include a list assembled by G. Trask of Board President responsibilities. T. Killian likewise pulled from the council bylaws and policy manual other Board officer responsibilities. Future edits, including updates to fiscal year information, will be made as appropriate. As staff liaison to the Secretary, Office Manager M. Siegel proofread the handbook.

Trustees expressed their appreciation for the handbook and remarked they may well replicate the format for their own institutions.

G. Riario made a motion to approve the new handbook for trustees as presented. Seconded by M.J. Russell. By unanimous vote the motion carried.

Hospital Library Services Program Presentation

Southeastern's Hospital Library Services Manager, Sarah Holsted, gave a presentation on the council's hospital library services. Details of the presentation included the establishment and maintenance of hospital resources websites and explanations of program offerings such as the Medical Information Services Program (MISP) and VITAL Staffing service. S. Holsted also reported on the HLSP workflow and calendar, and shared statistics on program proof of value and member utilization, as well as a chart detailing the program's structure and the many behind-the-scenes benefits—cost-savings and other points of support—of member involvement in HLSP.

Trustees expressed appreciation for the program and the detailed report and asked some follow-up questions related to various points. M.J. Russell noted how helpful the information and metrics provided by S. Holsted are, when speaking with hospital administrators on the benefits of Southeastern membership.

Informational Items

Final Audit Report for 7/1/22—6/30/23 from RBT CPAs, LLP

Trustees were provided with the final audit report for 7/1/22—6/30/23, from RBT CPAs, LLP, for their information. The required paperwork has been filed and the audit process successfully concluded.

Advisory Committee Reports: HLSP and CE

Trustees were provided the two documents for their information: Hospital Library Services Program Committee minutes from the November 9, 2023 meeting, and the Continuing Education Committee minutes from the November 29, 2023 meeting.

Regarding the HLSP meeting minutes, board liaison M.J. Russell highlighted that vendor negotiations and desired resources discussions are underway, led by S. Holsted. In addition, the Board was informed that Good Samaritan Hospital has hired a full-time librarian, Kathryn Dauksza, who is actively engaged with Southeastern and has joined the advisory committee.

Director's Report

T. Killian led a discussion of the Director’s report, noting the following:

- Advocacy Day is being held in Albany on Wednesday, February 7th. Trustees are encouraged to join Southeastern and other regional library staff in making the case for library funding to the legislature. Ramapo Catskill Library System and the Mid-Hudson Library System scheduled meetings with all the regional legislators and have made buses available to the state capital. Governor Hochul has added funding to her proposed budget, including for the NOVEL NY program, the first such suggested increase to library funding in some time.
- SENYCon is scheduled for April 14th; presentation proposals are accepted until Friday, January 19th.
- Member site visits are ongoing; recent staff trips to member institutions included Columbia Green Community College, Newburgh Free Library, and the Cary Institute for Ecosystem Studies.

Vice President’s Report

Board Vice President B. Albitz had nothing specific to report at this time, but thanked trustees for their support.


Good of the Order

B. Albitz reported to trustees that Emily Doyle, former Evening Operations and Services Librarian for Marist, has moved back to Pennsylvania. The Marist community valued Emily’s work and wishes her well.

Adjournment

G. Riario made a motion to adjourn the Board of Trustees meeting at 10:45am. Seconded by K. Lee. Motion carried.

Respectfully Submitted,

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Beth Zambito, Secretary
3/12/2024