



**Southeastern New York Library Resources Council  
Minutes of the Board of Trustees Meeting  
Conducted via Zoom and in person at Southeastern on March 21, 2024**

<b>Board Members Present</b>	Mary Jo Russell, Becky Albitz, Grace Riario, Kristy Lee, Beth Zambito, Ellen Rubin, Kirsten Carter, Laura Streett, Laurie Shedrick, Gina Trask, Josephine Bloodgood, Kim Hooper
<b>Board Members Absent</b>	Floyd Lattin
<b>Representing Southeastern</b>	Executive Director Tessa Killian, Finance Manager Liz Gurdin, Digital Services Manager Jennifer Palmentiero
<b>Call to Order</b>	<b><i>President G. Trask called the meeting to order at 9:30am.</i></b>
<b>Introductions</b>	Trustees and present Southeastern staff welcomed and introduced themselves to new trustees, J. Bloodgood and K. Hooper.
<b>Approval of the Agenda</b>	G. Trask requested approval of the meeting agenda. Trustees proposed no adjustments.
<b>Approval of Minutes from January 18, 2024</b>	The minutes of the January 18, 2024 meeting were presented to the Board of Trustees.  <b><i>The minutes were entered into the record as presented.</i></b>

<b>New Business</b>
Fiscal Report for January and February 2024
<p>Board Treasurer E. Rubin introduced the fiscal report for January and February 2024 and explained its context for the new trustees.</p> <p>Finance Manager L. Gurdin noted the following:</p> <ul style="list-style-type: none"> <li>• The council's Certificate of Deposit at NBT Bank matured in February and the interest was moved into a money market account; all received interest across accounts is noted in the monthly fiscal report.</li> <li>• Regarding the reporting of earned interest, NBT Bank does not report earned interest monthly, only when a CD matures, and so earned interest from that account will not be available for the monthly report.</li> </ul> <p>T. Killian noted the following:</p> <ul style="list-style-type: none"> <li>• The State budget has not yet passed, but the proposed Executive Budget and Senate/House bill both have increases for library aid for the coming year. Estimated increases may land in the \$18k-\$50k range.</li> <li>• Trustees will be sent a form to sign, provided by NYLA, encouraging legislators to support libraries.</li> </ul>

***The fiscal reports were filed as presented.***

Finance and Personnel Committee: Review and Approve New and Updated Policies

***B. Albitz made a motion to approve the Prohibiting Nepotism in Hiring Process, Decisions, Supervision, Evaluation, and Contracting Policy, the Emergency Preparedness Policy, and the Executive Director Succession Plan. Seconded by E. Rubin.***

T. Killian briefed trustees on the committee's work, noting the following:

- Today's proposed Prohibiting Nepotism Policy originated in compliance with legislative grant funding requirements.
- The other two policies proposed today were formerly required to meet this grant funds condition, but that is no longer the case as of 2024; however, the council still wishes to establish these policies as general best practice.
- Regarding the Emergency Preparedness Policy, the council, in an effort led by Hospital Library Services Program Manager Sarah Holsted, implemented a Continuity of Operations and Emergency Procedures Plan in 2023. That plan will be backed and supported by today's proposed policy.
- Regarding the Executive Director Succession Plan, T. Killian noted that it aims to provide trustees with guidance and resources for succession procedures for both planned and unplanned circumstances.

***G. Trask called the question. By unanimous vote the motion carried.***

***G. Riario made a motion to accept the proposed revisions to the Sexual Harassment Prevention, Required Postings and Access, and Paid Family Leave policies as presented. Seconded by Laurie Shedrick.***

Regarding the policy revisions, T. Killian noted the following:

- The proposed Sexual Harassment Prevention Policy is an updated version of the New York State model policy first established in 2018. Upon approval, this policy and related forms will be posted on Southeastern's website, just as the prior version.
- The revision of the Required Postings and Access Policy adds NY Labor Law Section 740 Notice & Posting Policy to the list of notices that the council maintains in an area accessible and visible to all employees.
- The Paid Family Leave Policy revisions reflect that the policy is fully phased-in per the state's timeline, as well as updating some of the language as noted in the draft provided to trustees.

***G. Trask called the question. By unanimous vote the motion carried.***

## HRVH Member Application: Rhinebeck Historical Society

***B. Albitz made a motion to approve the HRVH Member Application from Rhinebeck Historical Society. Seconded by L. Shedrick.***

T. Killian noted that the applicant organization is a prior member, interested in renewing membership to digitize their collection of historic newspapers.

***G. Trask called the question. By unanimous vote the motion carried.***

## Member Termination: Astor Services

***M.J. Russell made a motion to terminate the council membership of Astor Services, retroactive to June 30, 2023. Seconded by B. Albitz.***

T. Killian explained that Astor Services, which first joined Southeastern as a member in 1969, has been nonresponsive to the council's outreach efforts regarding their past due membership dues, unfilled librarian staff position, and their removal of their catalog from public access. Per Southeastern bylaws, nonpayment for a full twelve months might result in loss of membership upon review of the Board of Trustees; in Astor's case, it has been two years since their last dues payment. It is proposed that Astor's membership be retroactively terminated as of the end of the 22/23 fiscal year.

***G. Trask called the question. By unanimous vote the motion carried.***

## Trustee and Officer Nominating Committee: Trustee Nominations for the 24/25 Ballot

B. Albitz shared, on behalf of the Trustee and Officer Nominating Committee, the slate of nominees for the 2024/2025 trustee ballot, to be distributed to Southeastern's governing membership for a vote.

Nominees on the proposed slate are:

- Becky Albitz, Director, James A. Cannavino Library, Marist College, for a second 5-year term representing academic libraries, beginning in July 2024 (for the five-year term 2024/2025 – 2028/2029).
- Josephine Bloodgood, Director of Curatorial & Preservation Affairs, Historic Huguenot Street, for a five-year term representing the cultural heritage community, beginning in July 2024 (for the five-year term 2024/2025 – 2028/2029).
- Kimberly A. Hooper, School Library System Coordinator, Rockland BOCES School Library System, representing school libraries, beginning July 2024 (for a one-year term 2024/2025).
- Andrew Ashton, Director of the Libraries, Vassar College, representing large academic libraries, beginning in July 2024 (for the five-year term 2024/2025 – 2028/2029).

Southeastern's Office Manager, Moshe Siegel, will work with T. Killian on sending the ballot to governing members for their vote in May.

***K. Lee made a motion to approve the slate of trustee nominations for 2024-2025. Seconded by K. Carter. By unanimous vote the motion carried.***

### Presentation on Digital Preservation Services

Southeastern's Digital Services Manager, Jennifer Palmentiero, shared with trustees a presentation on Southeastern's Digital Dark Archive, a long-term storage service available to members.

J. Palmentiero explained the process by which member materials are organized (via metadata and digital identification assignment), stored (within Amazon Glacier), and recovered. Southeastern's institutional commitment to this service was also exemplified, as Digital Dark Archive processes are well documented by Systems Manager Zachary Spalding to the end that the service is not reliant upon any individual staff member to be maintained.

Trustees thanked J. Palmentiero for her informative presentation on the council's digital preservation services.

### Informational Items

#### Planning Committee

M.J. Russell, on behalf of the Planning Committee, shared the following details on the committee's recent work:

- a location and speaker have been secured for this year's Annual Meeting and panelists are being finalized;
- the Twila Snead Award is open for nominations and G. Riario has volunteered to join the selection committee;
- the committee is reviewing member criteria, dues, and fees;
- the EDI Committee proposed an "Ask the EDI Committee" service, and the Planning Committee has sent back some questions in consideration of the concept.

G. Trask noted that the Planning Committee considered two Annual Meeting location options before deciding that Mount Saint Mary College's space was ideal; Southeastern staff made a site visit to MSMC to review the space and amenities.

#### Advisory Committee Reports: DAC, EDI, CE, and HLSP

Trustees were provided four documents for their information:

- Digital Advisory Committee minutes, January 19, 2024
- Equity, Diversity, and Inclusion Committee minutes, February 1, 2024
- Hospital Library Services Program Committee minutes, February 1, 2024
- Continuing Education Committee minutes, February 21, 2024

K. Carter, on behalf of the Digital Advisory Committee, shared that the committee reviewed new contributors to New York Heritage, a service which is "rolling along well under J. Palmentiero's leadership." T. Killian added that Southeastern has been in talks with sibling council Northern NY Library Network (NNLN) about possible ways to merge HRVH Historical Newspapers with NNLN's New York Historical Newspapers, as both services are now hosted on Viridian software. Hurdles include finding ways to support service features that HRVH Historical Newspapers offers, which New York Historical Newspapers does not.

B. Zambito, on behalf of the Equity, Diversity, and Inclusion Committee, shared details on the proposed "Ask the EDI Committee/Expert" service. A framework is being developed and volunteers from the EDI Committee are gathering potential resources to inform this service.

M.J. Russell, on behalf of the Hospital Library Services Program Committee, shared praise for S. Holsted, whose management and administration of resources and consortia agreements is valued and essential to the Hospital Library Services Program. The committee is working with vendors to negotiate price increases to make sure they remain reasonable.

L. Shedrick, on behalf of the Regional Interlibrary Loan Committee, shared that the committee met this week and that, per data shared by Southeastern's Resource Sharing and Cataloging Librarian, Kelsey Milner, the Southeastern Access to Libraries (SEAL) usage figures have ticked upward. K. Milner will be sending a survey to SEAL users to gauge needs and their responses to the recent SEAL system update. As well, the committee is looking at the ILL Code, adopted by all the regional systems in 2017, as the American Library Association has released a new ILL Code for public review and comment. L. Shedrick notes that changes to the code center on accessibility.

#### Director's Report

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

- Regarding council efforts as outlined in Southeastern's EDI Guidebook, J. Palmentiero and the New York Heritage Committee drafted a content statement for the website's "About" section; the Empire State Library Network (ESLN) directors recently reviewed the statement, which addresses the content and metadata found in New York Heritage. The statement will be posted on New York Heritage soon.
- 24 new and returning Digital Navigators have been trained under the supervision of Programs and Outreach Manager Carolyn Bennett Glauda; a new cohort of trainees is underway.
- The council is working with SUNY Albany on an IMLS application involving Southeastern's Empire ADC project. ESLN/Southeastern are partners in the grant application to make connections between finding aids and the images in New York Heritage.
- The next few months' focus will be winding down the current fiscal year, June's Annual Meeting planning, and the 24/25 budget.
- The council's change in health insurance providers is on track to begin May 1.

#### President's Report

Board President G. Trask had nothing specific to report at this time.

#### Good of the Order

B. Albitz shared with trustees that Marist College will soon be posting a Public and Research Services Librarian position vacancy.

M.J. Russell shared with trustees that Nuvance Health has signed an agreement with Northwell Health, pending approval, to merge under the Northwell name.

#### Adjournment

***B. Albitz made a motion to adjourn the Board of Trustees meeting at 11:05am. Seconded by M.J. Russell. Motion carried.***

Respectfully Submitted,

DocuSigned by:  
Beth Zambito  
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Beth Zambito, Secretary

5/2/2024