



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
Conducted via Zoom and in person at Southeastern on July 20, 2023**

Board Members Present	Mary Jo Russell, Becky Albitz, Floyd Lattin, Grace Riario, Gina Trask, Kristy Lee, Maura Albertson, Laurie Shedrick, Carla Lesh, Ellen Rubin
Board Members Absent	Laura Streett, Beth Zambito, Kirsten Carter
Representing Southeastern	Executive Director Tessa Killian, Finance Manager Liz Gurdin, Programs and Outreach Manager Carolyn Bennet Glauda
Call to Order	<i>President G. Trask called the meeting to order at 9:32am.</i>
Approval of the Agenda	G. Trask requested approval of the meeting agenda. <i>F. Lattin made a motion to approve the agenda. Seconded E. Rubin. Motion carried.</i>
Approval of Minutes from June 2, 2023	The minutes of the June 2, 2023 meeting were presented to the Board of Trustees. <i>The minutes were entered into the record as presented.</i>

New Business
Guidelines for Board Communications
G. Trask reviewed the purpose of the Guidelines for Board Communications, a document previously drafted by trustees to inform meetings and board communications. G. Trask noted the intent to review this document at the start of each new fiscal year as an opportunity for trustees to refresh themselves on its details and make any pertinent revisions. <i>E. Rubin made a motion to approve the Guidelines for Board Communications document. Seconded by L. Shedrick. Motion carried.</i>
Fiscal Report for May and June 2023
<i>M.J. Russell made a motion to receive and file the fiscal report for May and June 2023. Seconded by F. Lattin.</i>
T. Killian and L. Gurdin led a discussion of the fiscal reports and noted the following: <ul style="list-style-type: none"> • The current document has been updated to correct a variance of \$0.29 interest in the 'Riverside Bank – Landlord's account' line, resulting from a bank statement that arrived after the initial draft document was uploaded; • The current document has been updated to correct a vendor that was mislabeled in the initial document that was uploaded; • A new budget class, 'ConnectALL', has been added to the reports. Funds have yet to arrive but will be noted under that class in future reports.

- The council has yet to receive the remaining \$46,000 of American Rescue Plan Act (ARPA) funds, which will be released pending review of the final application being processed;
- Most of the council's State Aid has arrived, less funds related to the Hospital Library Resources Program/Medical Information Services Program, which arrive on a different timeline.

Trustees requested that, upon receipt of the final ARPA funds, all the expenditures and income related to that funding be presented in a single report, to assure that Southeastern has been properly compensated/reimbursed for its work there related.

Trustees requested as well that T. Killian and L. Gurdin review opportunities to invest recently received funding, as allowed within legal limits for the disposition of said funds. The council will investigate such opportunities in consultation with the Finance and Personnel Committee.

G. Trask called the question to receive and file the fiscal report for May and June 2023. By unanimous vote the motion carried.

HRVH Member Applications:
Beacon Historical Society; Town of Pelham, Office of Town Historian

E. Rubin made a motion to approve the HRVH membership applications from Beacon Historical Society and Town of Pelham, Office of Town Historian. Seconded by K. Lee.

T. Killian briefed trustees on the HRVH membership applications, noting the following:

- The Beacon Historical Society is working to digitize items related to urban renewal, funded by a Consider the Source grant. The Historical Society wishes to submit this work for inclusion in New York Heritage.
- The Town of Pelham, Office of Town Historian is in the process of digitizing historical newspapers for inclusion in regional repositories.

G. Trask called the question to approve the HRVH membership application from Beacon Historical Society. By unanimous vote the motion carried.

G. Trask called the question to approve the HRVH membership application from Town of Pelham, Office of Town Historian. By unanimous vote the motion carried.

Digital Navigators of the Hudson Valley

B. Albtiz made a motion to approve the Digital Navigators of the Hudson Valley program. Seconded by M.J. Russell.

T. Killian and Programs and Outreach Manager C.B. Glauda detailed the proposed Digital Navigators program, noting the following:

- The council proposes to continue the formerly ARPA-funded Digital Navigators program as a service of Southeastern and so seeks board approval to launch the service, continue the hvconnected.org website, and serve communities in 9 Hudson Valley counties with their digital equity needs.
- Digital Navigators work in libraries and other community organizations as trained, trusted guides who help with various technological needs, including device support,

acquiring broadband internet, digital skills, and more.

- The goals of the renewed program are to engage the currently trained Digital Navigators (there are 84 at large as of the end of the prior cohort); recruit additional libraries and nonprofit organizations within the 9-county service area; increase the visibility of the Digital Navigator services to communities that need the service; be responsive to changing digital equity environment.
- Southeastern has secured funding from regional legislators as well as Ramapo Catskill Library System; these funds would support the program to run from September 2023-August 2024.
- The program would be split into 3-month sessions to allow the training of new navigators regularly and to consistently collect and analyze data.
- Duties related to the organization, execution, and support of the program are part of C.B. Glauda’s new job description.
- Participants will receive CE credit for the live training sessions.
- Participants will be required to conduct office hours and maintain a minimum level of activity in the program.
- Southeastern seeks \$8,214 in operational funds to round out program expenses.

G. Trask called the question to approve the Digital Navigators of the Hudson Valley program. By unanimous vote the motion carried.

G. Riario made a motion to approve the expenditure of \$8,214 in operational funds toward the Digital Navigators program. Seconded by B. Albitz. Motion carried.

Resolution to change authorized bank signers

B. Albitz made a motion to change authorized bank signers. Seconded by L. Shedrick.

G. Trask explained today’s resolution as a recurring requirement to designate trustees permitted to authorize payments made by the council. The only change from the existing authorization proposed today is to remove the former Immediate Past President, Mary Ellen Leimer, from the roster of signers as she is no longer a member of the Board.

G. Trask called the question to approve the resolution to change authorized bank signers. By unanimous vote the motion carried.

Informational Items

Board of Trustee Lists and Committees:
Contact Information, Terms of Office, Board Committees

Trustees were provided contact information, terms of office details, and draft Board committee rosters for their review. Trustees were asked to report their interest in serving on Board committees by today’s meeting. The final version of the committee roster will be provided after today’s meeting; G. Trask extended thanks to all those agreeing to serve on committees during the current fiscal year.

Annual Meeting Evaluations

T. Killian led a discussion of the annual meeting evaluations, which were on the whole positive; a copy of attendee responses was provided for trustee information. Trustees expressed their appreciation for the behind-the-scenes access granted attendees by the event’s host, FDR Presidential Library & Museum. G. Trask commended Southeastern staff for the well-run and

organized meeting.
Letters for the 2022/2023 Audit: Planning and Scope Letter; Engagement Letter from RBT CPAs, LLP
Trustees were provided copies of documents related to the 2022/2023 Audit: the Planning and Scope Letter and the Engagement Letter from RBT CPAs, LLP.
In response to the Board's query as to changing the members of the team who will conduct the council's annual audit as a matter of course and best practice, it has been determined that for the currently-scheduled audit to take place in August, RBT CPAs, LLP will assign a new manager and supervisor for the audit, while the assigned partner will be Rebecca J. Reynolds, with whom the council has previously worked; for next year, we requested the full team of three, to include the partner, will be newly assigned for the work.
Advisory Committee Reports
L. Shedrick, Board liaison to the Regional Inter-library Loan Committee, reported that Southeastern's Resource Sharing and Cataloging Librarian, Kelsey Milner, ran a productive meeting on June 14 th , with the discussion including plans for expanded training opportunities; as well, Southeastern's Systems Manager, Zack Spalding, previewed his work researching a platform that will more efficiently and securely manage loan requests in SEAL.
C. Lesh, Board liaison to the Digital Advisory Committee, reported the following via information from the June 9, 2023 meeting: <ul style="list-style-type: none"> • Consider the Source grant work is wrapping up; the NYS Archives Trust received the grant to build out their Consider the Source website and materials digitized through the grant are being uploaded to NY Heritage. • Germantown History Department has been actively uploading materials, as well. • This Fall, programming will be offered related to EDI and digital collections metadata. • An EDI section will be added to the metadata page of the council's digitization LibGuide. • In the coming year, the committee will investigate how to integrate the council's newspaper site with the State's own site as both are now hosted by Viridian.
Director's Report
T. Killian led a discussion of the Director's report, noting the following: <ul style="list-style-type: none"> • The council has replaced some 90's-era cubicle furniture on the main level; • The annual member survey was open from June 1 to July 11, 2023; Southeastern received 88 responses. Data from the survey will be shared with the Board at a forthcoming meeting; • Regarding the ConnectALL contract's statewide survey targets, Southeastern was responsible for collecting 138 responses in the Hudson Valley, in order to be compensated; in total, the council collected 768 responses. RCLS, MHLS, and other library and organizational partners assisted in this effort. Southeastern also held three focus groups, two of which were assigned to cover specific populations (previously incarcerated individuals and English language learners) and the third a population of choice (aging individuals). The final outstanding elements of the ConnectALL contract, needs assessment and asset mapping, are pending review and acceptance, upon which time the council will be reimbursed for expenses incurred in the process of the work. • A professional development event, AI in Education and Libraries: Taking Privacy,

<p>Security, and Equity into Account is scheduled for Friday, July 28, from 11:00 am – 12:30 pm and will feature presenters from across the country.</p> <ul style="list-style-type: none">• Southeastern’s Hospital Library Services Manager, Sarah Holsted, has distributed mid-year reports to hospital members; the reports include data related to usage of electronic resources.• Southeastern’s main webpage is being relaunched, a project in development for a year. The new website will be hosted on Wordpress, no longer on Drupal.• Southeastern staff will continue to join Board meetings to share pertinent work they are undertaking; at the next Board meeting, trustees will hear a presentation on data security and privacy from Systems Manager Zack Spalding.
<p>President’s Report</p>
<p>Board President G. Trask had nothing specific to report to the Board at this time.</p>
<p>Good of the Order</p>
<p>Trustees had nothing specific to report to the Board at this time.</p>
<p>Adjournment</p>
<p><i>E. Rubin made a motion to adjourn the Board of Trustees meeting at 10:48am. Seconded by B. Albitz. Motion carried.</i></p>

Respectfully Submitted,

DocuSigned by:
Floyd Lattin

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Floyd Lattin, Assistant Secretary-Treasurer

8/3/2023