



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
Conducted via Zoom and in person at Southeastern on September 21, 2023**

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| Board Members Present | Mary Jo Russell, Becky Albitz, Gina Trask, Kristy Lee, Maura Albertson, Laurie Shedrick, Carla Lesh, Ellen Rubin, Laura Streett, Beth Zambito, Kirsten Carter |
| Board Members Absent | Grace Riario, Floyd Lattin |
| Representing Southeastern | Executive Director Tessa Killian, Finance Manager Liz Gurdin, Systems Manager Zachary Spalding |
| Call to Order | <i>President G. Trask called the meeting to order at 9:33am.</i> |
| Approval of the Agenda | G. Trask requested approval of the meeting agenda. <i>B. Albitz made a motion to approve the agenda. Seconded E. Rubin. Motion carried.</i> |
| Approval of Minutes from July 20, 2023 | The minutes of the July 20, 2023 meeting were presented to the Board of Trustees. <i>The minutes were entered into the record as presented.</i> |

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| New Business |
| Fiscal Report for July 2023 and August 2023 |
| <p>G. Trask noted an adjustment to the process of reporting and filing the fiscal reports; moving forward, the Treasurer will give a report, as will the Finance Manager and Executive Director as appropriate. Per Robert's Rules of Order, this item does not require a motion and so will be presented as an informational item rather than an action item.</p> <p>Treasurer E. Rubin noted that today's documents cover July and August, and invited the Finance Manager to share remarks on the reports.</p> <p>L. Gurdin noted that the council has changed from American Express credit cards to Chase Bank cards, to avoid American Express annual fees. The Chase cards offer points on purchases, which can be redeemed for cash; after consultation with the council's accountant, it was determined that best practice would be to track use of accrued points in a new report, as "other income."</p> <p>T. Killian noted that the council's state aid has been received, and membership dues continue to arrive.</p> <p>The fiscal reports were filed as presented.</p> |

Annual Report for 3Rs Library Systems (July 1, 2022 – June 30, 2023)
New York State Library, Division of Library Development

B. Albitz made a motion to approve the Annual Report for 3Rs Library Systems (July 1, 2022 – June 30, 2023). Seconded by E. Rubin.

G. Trask highlighted some repetition in the notes fields in Group #8 and Group #13. L. Gurdin explained that this is an error that sometimes happens in the annual report system and will be fixed prior to submission.

T. Killian noted for trustees the financial sections related to the council's cash reporting, grants, and state aid fund balance.

E. Rubin congratulated Southeastern staff on their hard work generating the annual report.

T. Killian will proceed with submitting the report to the state.

G. Trask called the question to approve the Annual Report for 3Rs Library Systems (July 1, 2022 – June 30, 2023). By unanimous vote the motion carried.

Resolutions to open new CDs at Ulster Savings Bank and Bank of America

E. Rubin made a motion to open a checking account and CD at Bank of America and a CD at Ulster Savings Bank. Seconded by L. Shedrick.

T. Killian and L. Gurdin detailed the proposed resolutions, noting the following:

- Prior to new investments, L. Gurdin calculated anticipated income and expenses from July-January (when the first CD with Chase matures), as well as income and expenses through the end of the fiscal year. L. Gurdin presented trustees a spreadsheet detailing all investments, calculations, and projections.
- This work was done to determine the maximum amount of money that the council is comfortable investing at one time as well as to make sure that checking and money market accounts do not fall below certain best practices thresholds.
- Trustees inquired where interest income is routed; T. Killian explained that it is applied to operating expenses as revenue, until such a time that Southeastern is in a financial position to reinvest such income.

G. Trask called the question to approve the resolution to open a checking account and CD at Bank of America. By unanimous vote the motion carried.

G. Trask called the question to approve the resolution to open a CD at Ulster Savings Bank. By unanimous vote the motion carried.

Trustees thanked L. Gurdin for her research and presentations to the Finance and Personnel Committee and Board of Trustees.

Policy to review and approve: Minority and Women-owned Business Enterprises (MWBE) and Service-Disabled Veteran-Owned Businesses (SDVOB) Policy

K. Lee made a motion to approve the Minority and Women-owned Business Enterprises (MWBE) and Service-Disabled Veteran-Owned Businesses (SDVOB) Policy. Seconded by B. Albitz.

T. Killian briefed trustees on the proposed policy, noting the following:

- The proposed policy fits within the strategy established with the council’s Civil Rights, Diversity, Equity, and Inclusion Commitment Policy.
- The policy guides how the council works with outside providers, sub-contractors, consultants, vendors, or partners, to attract and retain vendors from populations statistically under-represented.
- Trustees inquired about the “feasibility” language in the policy and what guides that determination. Suggestions for defining that language include matters of cost, geographic region, and other metrics that will become clear in practice and with annual review of the policy.

G. Trask called the question to approve the Minority and Women-owned Business Enterprises (MWBE) and Service-Disabled Veteran-Owned Businesses (SDVOB) Policy. By unanimous vote the motion carried.

Privacy and Security Training

Systems Manager Zachary Spalding presented on privacy and security strategies for trustees. Z. Spalding recently presented this information to Southeastern staff as part of a longer in-service training.

Old Business

Executive Director Evaluation 2022-2023

M.J. Russell made a motion to receive and file the Executive Director Evaluation 2022-2023. Seconded by E. Rubin.

G. Trask noted the documents included in the packet received by trustees, which includes a cover memo, evaluation comments from staff and trustees, a statement of accomplishments from T. Killian, and T. Killian’s response letter to the evaluation.

G. Trask and trustees expressed that they are pleased with how T. Killian communicates with the Board, with Southeastern staff, and with council constituents across New York State, likewise highlighting that the Executive Director is a great advocate for libraries, one whose leadership is appreciated at Southeastern.

G. Trask called the question to receive and file the Executive Director Evaluation 2022-2023. By unanimous vote the motion carried.

Informational Items

Board Committee Reports: Finance and Personnel

E. Rubin, on behalf of the Finance and Personnel Committee, noted that today’s Board meeting covered much of the committee’s recent work, including the bank resolutions and Executive Director Evaluation. Trustees were provided the August 31 agenda and meeting notes for their information.

Advisory Committee Reports: CE and HLSP

M.J. Russell, on behalf of the Hospital Library Services Program Committee, shared that Hospital Library Services Manager Sarah Holsted now provides 6-month and 1-year reports with the committee, with statistics on website and resource utilization; M.J. Russell in turn shared these reports with her administrator, who was 'very impressed' with not only the content of the reports, but also the quality and clarity of the reports themselves. M.J. Russell also shared that Good Samaritan Hospital has hired a new full-time librarian; details and introductions to come. Trustees were provided meeting notes from the committee's Thursday, July 13 and Thursday, August 24 meetings for their information.

B. Zambito, on behalf of the Continuing Education Committee, shared that the committee is working on scheduling Special Interest Group (SIG) meetings. The committee is also discussing the creation of a networking directory to help match libraries with speakers and program leaders. Trustees were provided meeting notes from the committee's Wednesday, August 22 meeting for their information.

C. Lesh, on behalf of the Digital Advisory Committee, shared an update from Southeastern staff liaison Jennifer Palmentiero, Digital Services Manager, who will be chairing an EDI subcommittee of New York Heritage liaisons exploring reparative metadata content warnings, diversifying collections, etc.; this subcommittee includes Kelsey Milner, Southeastern's Resource Sharing and Cataloging Librarian. C. Lesh also shared that J. Palmentiero and K. Milner are supporting multiple other initiatives, including the Hudson River Maritime Museum's finding aids project.

Director's Report

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

- Systems Manager Z. Spalding noticed unusual traffic with the council's newspapers site; a foreign IP address was downloading image files of hosted newspapers, contrary to the site's code of conduct. Z. Spalding worked with the site host, Viridian, to remove that ability and to set up monitoring tools. Nevertheless, the same IP address then deployed bots to use a clipping tool to harvest newspapers; that feature was likewise disabled.
- Southeastern has begun utilizing the AirTable platform to streamline spreadsheet data (such as contacts and rosters) into a single location for efficiency and to reduce redundancy.
- The council's final American Rescue Plan Act (ARPA) report was approved; the concluding disbursement of funds is forthcoming, as is a final accounting report for the Board.
- Programs and Outreach Manager Carolyn Bennett Glauda has restarted the Digital Navigators program with existing Navigators, working with public libraires, Mid-Hudson Library System, Ramapo Catskill library System, and Westchester Library System. A new cohort of Navigators will begin training in January.
- The University at Albany, SUNY (UAlbany), and the Empire State Library Network (ESLN) are requesting to apply for a two-year implementation grant for the project "Building Archival Digital Discovery and Access Systems with Arclight." If funded, this project will develop Arclight into an access system for digital archives and special collections materials, enable Arclight to provide discovery and access to digital materials, metadata, and full-text content, and enable under-resourced institutions to provide access to digital objects on-demand or by using descriptions they have already created.

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| <p>If this moves forward, J. Palmentiero and Z. Spalding will work with SUNY Albany on behalf of Southeastern.</p> <ul style="list-style-type: none"> • K. Milner and Z. Spalding are working on the fall debut of SEAL 2.5. • The external foundation of Southeastern’s headquarters was recently repaired and resurfaced. • The annual audit fieldwork is completed; the auditing firm will present their report to the Board at the November meeting. |
| <p>Annual Member Survey Results</p> |
| <p>T. Killian shared a presentation on the annual member survey prepared by S. Holsted. Results reinforced Southeastern’s focus on training the emerging generation of leaders in libraries.</p> <p>Trustees complimented S. Holsted’s work in formulating the survey and presenting its results.</p> |
| <p>Conflict of Interest Policy/Disclosure Statement and Sexual Harassment Prevention Training</p> |
| <p>T. Killian briefed trustees on the annual conflict of interest policy review and required disclosure statement, as well as the available resources for annual sexual harassment prevention training. Office Manager Moshe Siegel will send trustees DocuSign forms related to each, following today’s meeting.</p> |
| <p>President’s Report</p> |
| <p>Board President G. Trask noted that the Advisory Committee rosters have been approved and are available for review on Southeastern’s website and in the Board’s shared document drive.</p> |
| <p>Good of the Order</p> |
| <p>B. Albitz shared with trustees that the ESLN Academic Library Advisory Committee is exploring career development leadership for middle managers, a low or no-cost workshop model regarding budgeting, strategic planning, facilities management, etc.</p> <p>L. Shedrick thanked K. Milner for her help with a recent presentation on ILL requesting; the presentation’s large audience shared appreciate feedback.</p> <p>G. Trask shared with trustees that Mount Saint Mary College’s President has resigned; the college’s priest, Father Greg, is working as Acting President while an Interim President is selected to hold the position for two years while a search for a permanent President is conducted.</p> |
| <p>Adjournment</p> |
| <p><i>E. Rubin made a motion to adjourn the Board of Trustees meeting at 11:01am. Seconded by B. Albitz. Motion carried.</i></p> |

Respectfully Submitted,

DocuSigned by:
Beth Zambito
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Beth Zambito, Secretary

10/20/2023