



Southeastern New York Library Resources Council

Minutes of the Board of Trustees Meeting

Conducted via Zoom and in person at Southeastern on May 15, 2025

Board Members Present	Becky Albitz, Andy Ashton, Kim Hooper, Grace Riario, Ellen Rubin, Mary Jo Russell, Gina Trask, Kirsten Carter, Beth Zambito, Kristy Lee, Floyd Lattin, Anne Deutsch
Board Members Absent	Josephine Bloodgood, Laurie Shedrick
Representing Southeastern	Executive Director Tessa Killian, Finance Manager Liz Gurdin
Call to Order	<i>President B. Albitz called the meeting to order at 9:31am.</i>
Welcome and Introductions	Trustees and Southeastern staff introduced themselves to the new trustee, Anne Deutsch.
Approval of the Agenda	B. Albitz requested approval of the meeting agenda. Trustees proposed no amendments.
Approval of Minutes from March 20, 2025	The minutes from the March 20, 2025, meeting were presented to the Board of Trustees. <i>The minutes were entered into the record as presented.</i>

New Business
Fiscal Report for March and April 2025
L. Gurdin led a discussion of the fiscal report for March and April, noting the following: <ul style="list-style-type: none"> • Southeastern is a fiscal sponsor for the annual Fall Into Books event; this item has been relocated in the fiscal reports to reflect it is not direct income for the council. • Figures within the report indicating the council's assets, liabilities, and equity were noted for trustee information. • The council awaits final fund distribution from legislator grants for the Digital Navigator program. \$45k in grant funds will arrive in the 25/26 fiscal year.
<i>The fiscal reports were filed as presented.</i>
EDI Committee: Recommendations for a Community Connections Internship <i>Trustee K. Carter abstained from participating in the discussion and action for this agenda item.</i>
<i>A. Ashton made a motion to approve the creation of a Community Connections Internship in concept, with details to be finalized, as proposed by the EDI Committee. Seconded by E. Rubin.</i>
B. Zambito, as board liaison to the Equity, Diversity, and Inclusion Committee, briefed trustees on the proposed internship program, which would task graduate students pursuing degrees in librarianship to organize, collect data, and report on Southeastern's popular Shadow Program.

The Shadow Program pairs interested library workers with other institutions to provide insight into how other roles and organizations in the library field operate, building relationships and interest across communities. The program could start in Fall 2025 or Spring 2026. It will last one semester, and the intern's scope of work will be 150 hours. The cost for this program would be \$2,500, to compensate interns for their time and effort.

Questions that remain to be clarified include: the internship location, at Southeastern or a member site; which academic institutions may or may not be willing to participate in a paid internship program and which may provide credits; if the term "internship" or "fellowship" would be most advantageous to meeting said requirements; and if any of the program language needs to be reviewed by the council's legal firm.

B. Albitz called the question. The motion carried with one abstention.

Finance & Personnel Committee: Recommendations for the FY 2025/2026 Budget

E. Rubin made a motion to approve the Finance & Personnel Committee's recommendations for the FY 2025/2026 budget as presented. Seconded by G. Riario.

T. Killian led discussion of the budget recommendations, noting details including the following:

- Trustees were provided three documents: A narrative overview, a summary of budget figures, and the full budget breakdown and comparison to prior year.
- The proposed budget is consistent from the previous year, including a request to use fund reserves to make up for an income deficit.
- Despite this deficit, the council remains fully staffed and its services to members continue uninterrupted.
- A 2.4% increase in state aid is projected; the draft budget is at 3% and is an overly optimistic increase.
- Council membership applications are down from the previous year, resulting in less income than projected.
- There will be some carryover with grant funds received into the next fiscal year, closing the gap on what may appear in the figures to be a shortfall.
- Hospital library contracts will be handled differently moving forward, with Southeastern subsidizing core resources while allowing hospitals to subscribe to other resources independently as they see fit, a change from the prior process of having members agree to a package of resources.
- The council anticipates investment income of \$58k in the next fiscal year.
- The council implemented all possible cost saving measures, including scaling back travel allowance for staff, operations expenditures, etc.
- The most significant proposed expenditure increase is a 3.5% salary increase for staff.
- Medical insurance and retirement system costs have increased substantially.
- Based on models developed by Executive Director T. Killian, the Planning Committee, with assistance from the planning consultants, will review how best to increase service fees and membership dues for the next 5-year plan of service, with the goal of closing the income deficit gap.

B. Albitz called the question. By unanimous vote the motion carried.

G. Riario thanks the Planning Committee for working to consider changes to member dues and fees to close the deficit gap.

Official Designations for FY 2025/2026

K. Carter made a motion to approve the Official Designations for FY 2025/2026 excluding standing meeting dates and times. Seconded by K. Lee.

B. Albitz briefed trustees on the council's Official Designations for FY 2025/2026, which includes the financial and legal institutions with whom the council is engaged and approves the accounting firm for the annual audit. The final part of the Designations, the Board of Trustees meeting dates, is pending a poll of trustee availability and will be presented for approval at the June meeting.

B. Albitz called the question. By unanimous vote the motion carried.

Informational Items

Report from the Planning Committee

M.J. Russell, on behalf of the Planning Committee, reported on the committee's recent points of focus:

- The membership survey has received 77 responses to date. This survey is part of the committee's fact-finding as it works on the next 5-year plan of service. Trustees are encouraged to complete the survey.
- M.J. Russell expressed thanks to the FDR Museum and Library for providing space in the Wallace Center to host the council's 58th Annual Meeting.
- The draft plan of service is due to be completed by April 2026 and enacted in July 2026.
- Dues and fees will be reviewed as the next step in the process.

Annual Meeting and Award Update

T. Killian encouraged trustees to register for the council's Annual Meeting, to be held Friday June 6th at the FDR Museum's Wallace Center.

The council has selected a winner for the Twila Snead Commitment to Excellence Award and will present it to the winning member at the annual meeting.

Report from the Trustee and Officer Nominating Committee: Officers for FY 2025/2026

K. Carter, on behalf of the Trustee and Officer Nominating Committee, presented the slate of officers for the Board of Trustees for fiscal year 2025/2026:

- President, B. Albitz
- Vice President, G. Riario
- Secretary, L. Shedrick
- Treasurer, K. Lee
- Assistant Secretary/Treasurer, F. Lattin.

The Board will vote to approve the slate at the June meeting.

Advisory Committee Reports: DAC, EDI, RIC

Trustees were provided with meeting minutes from the council Advisory Committees, for their information.

T. Killian, on behalf of the Regional Interlibrary Loan Committee (RIC), shared that Southeastern's Resource Sharing and Cataloging Librarian Kelsey Milner and the committee are working on revised interlibrary loan procedures, based on the newly approved Regional ILL Code.

B. Zambito, on behalf of the Equity, Diversity, and Inclusion Committee (EDI), noted per the prior discussion that committee's recent work centered on drafting the internship program proposal.

K. Carter, on behalf of the Digital Advisory Committee (DAC), shared that Southeastern's Digital Services Manager Jennifer Palmentiero led a productive meeting recently on the council's activities supporting New York Heritage (NYH) and Hudson River Valley Heritage (HRVH) digital collections, including the addition of over 3,000 items from the Irvington Gazette and first-person accounts of the Revolutionary War contributed by Westchester County Historical Society. J. Palmentiero will conduct training this fall on digital preservation.

Director's Report

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

- NovelNY was included in the state budget for another year.
- Southeastern is currently managing six different grants, supporting council services and initiatives. A new record for concurrent grants!
- The National Telecommunications and Information Administration (NTIA) oversees the Digital Equity Act. It was just announced that the Digital Equity Act was cut by the executive branch and the grant programs. As a result, the grant opportunity that Southeastern applied for alongside the Westchester, Mid-Hudson, And Ramapo Catskill Library Systems, to expand the digital navigator program and other initiatives, is no longer available.
- Southeastern sent over 100 individualized letters to the membership, detailing their council benefits including usage figures regarding the council's various programs and events.
- Ulster County Archives has uploaded nearly 10k items from the Kingston Daily Freeman.

President's Report

Board President B. Albitz shared displeasure at the abrupt dismissal of the Librarian of Congress Carla Hayden and approval for the staff who barred entry to their supposed replacements, who aimed to supersede the institution's congressional oversight.

Good of the Order

B. Albitz noted an opening at Marist University for an electronic resources librarian.

Adjournment

E. Rubin made a motion to adjourn the Board of Trustees meeting at 10:53am. Seconded by A. Deutsch. Motion carried.

Respectfully Submitted,

Signed by:

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Beth Zambito, Secretary
 5/27/2025