



Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
Conducted via Zoom and in person at Southeastern on March 20, 2025

Board Members Present	Becky Albitz, Andy Ashton, Josephine Bloodgood, Kim Hooper, Grace Riario, Ellen Rubin, Mary Jo Russell, Laurie Shedrick, Gina Trask, Kirsten Carter, Beth Zambito, Kristy Lee
Board Members Absent	Floyd Lattin
Representing Southeastern	Executive Director Tessa Killian Finance Manager Liz Gurdin Digital Services Manager Jennifer Palmentiero
Call to Order	<i>President B. Albitz called the meeting to order at 9:31am.</i>
Approval of the Agenda	B. Albitz requested approval of the meeting agenda. Trustees proposed no amendments.
Approval of Minutes from January 16, 2025	The minutes from the January 16, 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 January and February 2025
<p>L. Gurdin led a discussion of the fiscal report for January and February, noting the following:</p> <ul style="list-style-type: none"> • The Profit & Loss report includes a new class, "Plant Grant," referencing the Ecological Restoration Grant that Southeastern received; the work is already underway, as those attending today's meeting in person were able to preview outside • The 'earned interest for CDs' figure reflects a matured CD from NBT Bank; that bank only reports interest earned when a CD matures • HLSP and MISP income reflects the use of reserve funds, as budgeted for this fiscal year • An error was fixed this morning in the "Current Year to Date" expenses report • Trustees had previously inquired about Southeastern participating in NYLAF (New York Liquid Asset Fund); on investigation, the council was informed that NYLAF is currently paused for new participants until June <p><i>The fiscal reports were filed as amended.</i></p>
Travel Policy
<p><i>E. Rubin made a motion to approve the Travel policy. Seconded by G. Riario.</i></p> <p>T. Killian briefed trustees on the details of the Travel Policy, which was drafted to replace the council's Expense Reimbursement Policy. This change is aimed at aligning Southeastern policies with best practices as described in the New York State Library's recent audit results. The new policy language includes streamlined options for staff to be reimbursed for expenses at a standard per diem rate as well as a list of non-reimbursable travel expenses. Trustees</p>

suggested language to clarify conference travel reimbursement/per diem guidance versus other travel destinations, as well as to attach relevant forms to the policy.

B. Albitz called the question to approve the Travel Policy as amended. By unanimous vote the motion carried.

Report from the Trustee and Officer Nominating Committee

K. Carter, on behalf of the Trustee and Officer Nominating Committee, shared that Gina Trask resigned from the board in February 2025, creating a vacancy for an academic library member for the remainder of this fiscal year and G. Trask's unexpired term, through June 2028.

The Trustee and Officer Nominating Committee is pleased to recommend Anne Deutsch, Director of the Library, Dutchess Community College, to be approved as a member of the Board of Trustees from March 20, 2025 until June 30, 2025.

According to the Southeastern Bylaws, Section 4.7, Vacancies, "Following a declaration by the Board that a vacancy exists, the Board, taking into consideration a recommendation by the Trustee and Officer Nominating Committee, shall, at a subsequent regular meeting, fill the vacancy for the remainder of the fiscal year. Prior to the next annual membership meeting, the position shall be filled by election for the un-expired part thereof through the procedure provided for in Article IV, Sections 4.5 and 4.6."

K. Carter shared the draft Trustee Ballot for 2025/2026, which includes three currently serving trustees up for reelection, each of whom has graciously agreed to remain on the Board: K. Hooper, G. Riario, and B. Zambito.

K. Carter made a motion to elect Anne Deutsch to the Board of Trustees until the end of June, 2025, completing G. Trask's term, as well as to place A. Deutsch on the upcoming ballot for election to a full term. Seconded by E. Rubin. Motion carried.

K. Carter made a motion to include K. Hooper, G. Riario, and B. Zambito in the draft ballot to be sent to the council membership for a vote. Seconded by A. Ashton. One abstention. Motion carried.

ConnectALL Capacity Grant Partnership

T. Killian briefed trustees on the council's ConnectALL Capacity Grant Partnership: Southeastern is a partner in a grant application to the New York State ConnectALL Office for a Digital Equity Capacity Grant, titled "Hudson Valley Connected: Increasing Digital Literacy Through Library Services."

The project plan's goals are to continue the Digital Navigators of the Hudson Valley service, to add a train-the-trainer element, to develop a digital literacy curriculum, and to provide related public programming. If awarded, Westchester Library System, the lead applicant (that also has a grant writer on staff), will engage Southeastern to hire a Program Manager for the grant. Southeastern will also be responsible for contracting with Digital Navigators, a role we currently fulfill. The end goal of this work is to create a lasting framework for digital equity, strengthening libraries' capacity to serve their communities well beyond the grant period. Other regional partners are Ramapo Catskill Library System and Mid-Hudson Library System.

The application is nearly completed and the council plans to complete the submission by this upcoming Monday.

G. Riario commends Southeastern for gathering partners and bringing the application together so quickly to apply for this grant opportunity.

Presentation from Jennifer Palmentiero on the UAlbany IMLS Grant: Building Archival Digital Discovery and Access Systems with Arclight

Digital Services Manager J. Palmentiero presented to trustees on the UAlbany IMLS Grant-funded project, “Building Archival Digital Discovery and Access Systems with Arclight,” sharing details on the project including the following:

- IMLS awarded UAlbany the grant funds for this project last July.
- Southeastern is a project partner; specifically, the council’s/ESLN’s Empire ADC cooperative.
- Southeastern will pilot the integration of digital objects into finding aids in Empire ADC, using two New York Heritage collections (Historic Huguenot Street and Hudson Area Library).
- UAlbany organized a remote cohort to examine the issues and institutional needs related to the project’s goals; an in-person session was held at UAlbany last month with 20 members of the cohort.
- The result of this feedback-gathering is a 30-page draft document titled “Delivering Archives and Digital Objects: A Conceptual Model.”
- Grant funds are being applied to cohort logistics, a portion of J. Palmentiero’s salary, and to fund the development of technology to support the project.
- The project is pilot to be evaluated to determine how supportable the efforts would be beyond the grant funding period.
- K. Carter shared that the pilot project is a thrilling answer to so many problems faced by institutions with archives and repositories.

Informational Items

Report from the Planning Committee

L. Shedrick, on behalf of the Planning Committee, reported on the committee’s recent points of focus:

- The committee is working to develop the council’s next 5-Year Plan of Service. Tessa applied a rubric to the 15 consultant applications the council received in response to the call for proposals, lowering the number for review per the council’s needs and goals. The committee reviewed the finalists and chose Apex consultants. The firm has experience in New York State and is currently working with another ESLN council, a great fit for Southeastern. The committee met with Apex and began reviewing their vision and planned tactics for the process.
- The council is working on changes to member fees, to be announced to members in a timely fashion.
- A trustee retreat will be held at Southeastern in conjunction with the July 17th Board of Trustees meeting, details to come.
- Southeastern’s Annual Membership Meeting will be held on Friday June 6th at the Wallace Center at FDR Museum and Library. Rebekkah Smith Aldrich will be the keynote, and the Twila Snead Award will be presented. The award committee asks for

<p>one more volunteer from the Board to determine this year's winner.</p> <ul style="list-style-type: none"> • Southeastern staff participated in a Sustainable Libraries Initiative onboarding meeting in January and are energized to work toward certification when that option becomes available to the council.
Report from the Bylaws Committee
<p>L. Shedrick, on behalf of the Bylaws Committee, reported that the committee worked on a shared document to review the bylaws for any pertinent edits; all suggested revisions to the current bylaws that came from this review are minor and will be held in place as suggestions at this time, pending next year's review.</p>
Advisory Committee Reports: EDI, DAC, HLSP
<p>Trustees were provided with meeting minutes from the council Advisory Committees, for their information.</p> <p>T. Killian noted that the Equity, Diversity, and Inclusion Committee (EDI) is exploring an internship program. The committee is tabling, for now, the "Ask the EDI Committee" service concept.</p> <p>J. Bloodgood, on behalf of the Digital Advisory Committee (DAC), shared items under discussion and action by the committee, including:</p> <ul style="list-style-type: none"> • New member collections from Ulster County Archive and others. • Resource Sharing and Cataloging Librarian Kelsey Milner's metadata audit for outdated terminology. • Revisions to subject categories in New York Heritage. • A Digital Preservation Special Interest Group (SIG) being formed. • Southeastern work with Queens Public Library on a proposal for a National Digital Newspaper Program grant focused on the Eerie Canal and railroads. • Systems Manager Zack Spalding's work updating the public facing aspects of Empire ADC. <p>M.J. Russell, on behalf of the Hospital Library Services Program Committee (HLSP), shared that the committee is rethinking its e-resources consortia model, in use for the past 20 years. It was determined that an <i>a la carte</i> model will best serve member needs and simplify purchasing. This model will be easier to manage and sustain. Hospital Library Services Program Manager Sarah Holsted is working on the core package in advance of the summer/fall renewals. S. Holsted has included a presentation in this month's materials for trustees to further explain this purchasing change.</p>
Director's Report
<p>T. Killian led a discussion of the Director's report, noting the following:</p> <ul style="list-style-type: none"> • Z. Spalding has set up the blocking software discussed with trustees during his prior presentation, to ward off AI bots from the Empire ADC, Koha, and historical newspapers platforms. • The Ecological Restoration grant-funded project work has begun on the property, with invasive plants being removed and the property being prepared for native plantings; outdoor signage explaining the work is forthcoming this week. • Regarding threats to IMLS, T. Killian briefed trustees on the importance of IMLS funding

in New York State; elimination of IMLS would impact \$8.1mil in federal funding to NY's Division of Library Development and Talking Books and Braille Library, as well as Coordinated Collection Development Aid (CCDA) and similar DLD programs and grants throughout the state in support of museums and libraries of all kinds. T. Killian will send trustees an email after today's meeting highlighting advocacy steps they can follow.
President's Report
Board President B. Albitz shared that Marist College is now Marist University.
Good of the Order
M.J. Russell shared that Nuvance Health will be changing to Northwell Health in May.
Adjournment
<i>M.J. Russell made a motion to adjourn the Board of Trustees meeting at 11:09am. Seconded by A. Ashton. Motion carried.</i>

Respectfully Submitted,

Beth Zambito, Secretary