



**Southeastern New York Library Resources Council  
Minutes of the Board of Trustees Meeting  
Conducted in person and via Zoom at Southeastern on January 15, 2026**

<b>Board Members Present</b>	Becky Albitz, Andy Ashton, Grace Riario, Mary Jo Russell, Kirsten Carter, Kristy Lee, Laurie Shedrick, Kim Hooper, Josephine Bloodgood, Beth Zambito, Ellen Rubin
<b>Board Members Absent</b>	Floyd Lattin, Anne Deutsch
<b>Representing Southeastern</b>	Executive Director Tessa Killian, Finance Manager Liz Gurdin, Digital Services Manager Jennifer Palmentiero, Office Manager Moshe Siegel
<b>Call to Order</b>	<b><i>President B. Albitz called the meeting to order at 1:33pm.</i></b>
<b>Approval of the Agenda</b>	B. Albitz requested approval of the meeting agenda. Trustees proposed no amendments.
<b>Approval of Minutes from November 20, 2025</b>	The minutes from the November 20, 2025, 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 November and December 2025	
Trustees were presented with the fiscal reports for November and December 2025. Board Treasurer K. Lee noted that the council’s finances are on track as expected for this period of the fiscal year.	
Finance Manager L. Gurdin noted the following:	
<ul style="list-style-type: none"> <li>• A figure listed under “Misc. Receipts,” in the amount of \$11,407, originates from an IMLS grant in cooperation with the University of Albany. These funds will be applied toward the salary of the staff member involved in the project, J. Palmentiero.</li> <li>• Southeastern has been investing funds in Certificates of Deposit (CDs) since January of 2023; the amount of interest earned in that period is just under \$120,000. Over that same period of 2023-2026, the council earned \$49,000 in money market interest (up from \$12,000 earned between 2020-2023).</li> </ul>	
<b><i>The fiscal reports were filed as presented.</i></b>	
Report and Recommendations from the Finance and Personnel Committee: Health Insurance Changes for May 2026 – April 2027	
Board Treasurer and Finance and Personnel Committee chair K. Lee led a discussion of the committee’s recent work and discussions noting the following:	
<ul style="list-style-type: none"> <li>• The committee is reviewing options for a change from NBT Bank and is looking into some alternatives.</li> <li>• Regarding the health insurance changes recommendation, the committee notes that CDPHP’s upcoming rate increase of 23% is unsustainable for the council.</li> </ul>	

T. Killian added the following information to the discussion, as outlined in the documents shared with trustees:

- The committee recommends moving from the CDPHP 221 Gold Plan to a UnitedHealthcare EP30 Silver Plan and offering enrolled staff a Healthcare Reimbursement Arrangement (HRA).
- In making this determination, the committee reviewed a wide array of plan options. The proposed plan is a “deductible-first” plan, but one whose details (such as deductible amounts and monthly premiums) are more attractive than available alternatives.
- The committee recommends that the council pay 50% (or another percentage as determined by the Board) of staff deductibles through an HRA. The HRA component can be managed by Health Equity, a company the council already engages with for other staff benefits.

A request for a trustee vote on this recommendation is pending more information on plan costs, which are currently presented as estimates. The Executive Committee will be convened as needed to move on the recommendation once that information has been received and reviewed by the committee.

***K. Carter made a motion to approve the Executive Committee to convene in February with T. Killian to make a final decision on the health insurance changes. Seconded by M.J. Russell. Motion carried.***

**Capital Expense Request: Reverse Osmosis Water Filtration System**

E. Rubin made a motion to approve the capital expense request in the amount of \$9,500 from the unallocated fund to pay for the installation of a reverse osmosis water filtration system. Seconded by A. Ashton.

T. Killian introduced the request, noting the background information on the council headquarters’ water quality issues, as detailed in today’s supporting document.

Office Manager Moshe Siegel added the following details to the discussion:

- Based on the frequent issues of rupturing water heaters and the evidence of corrosion in their components, the council solicited advice from local water treatment companies to determine a solution.
- Independently, after reviewing the issues and testing the water, each company made the same recommendation: a whole-building reverse osmosis (RO) system.
- An RO system functions by passing water through a fine membrane filter, eliminating the harmful solids and contaminants. The cleaned water is then stored in a tank, to be distributed throughout the building.
- The council compared estimates and determined that Pure Bliss Water, the local vendor who initially set up the council’s water softener system, offered the best price and scope of work to fit the council’s needs.

***B. Abitz called the question. Motion carried.***

**New York State ConnectALL Digital Equity Program Capacity Grant for HV Connected for the Westchester Library System: Southeastern’s Role in the Project**

T. Killian led a discussion to update trustees on the prior-discussed ConnectALL capacity grant. This grant was initially to be federally funded but as those funds were cut off, the program has been reworked under state funding. The details of accepting and receiving these state funds are still being worked out among the grant partners and so more details, including how Southeastern staff will be deployed in support, are still being determined and will be brought to the Board when available.

Anticipated details include the management of the project by Southeastern’s Programs and Outreach Manager Carolyn Bennet Glauda for the 18-month duration of the project; a training hub for Digital Navigators and other public programming; programming outreach; and an evaluation component. The Westchester Library System remains an impressive and productive partner and Southeastern looks forward to continuing our working relationship as this project takes shape.

**Jennifer Palmentiero presentation on the Digital Preservation SIG**

Southeastern’s Digital Services Manager Jennifer Palmentiero presented to trustees on her work with the Digital Preservation Special Interest Group (SIG). The SIG came together in spring of 2024 when three council members (an historical society, a public library, and an academic library) reached out to Southeastern expressing concerns about the volume of digital materials held by their institutions. These members had concerns about digital preservation and wished to learn what their peers were doing to address that effort.

J. Palmentiero shared some topics discussed at the SIG, which meets every 2-3 months, including conducting an inventory of digital assets and other “101”-level tips and strategizes for getting started in digital preservation. SIG meetings are a supportive, member-led forum, with topics and discussions steered per member need and interest. A curated LibGuide stores all pertinent meeting information, software demos, etc. for reference and to provide an on-ramp to newcomers to the group.

Every type of Southeastern member organization, at all levels of experience in this topic, has participated in this SIG. Trustees are pleased to see their staff involvement with this group and are impressed with the group’s ongoing discussions and work.

**Informational Items**

**Update from the Planning Committee: Annual Meeting and Strategic Planning**

L. Shedrick, on behalf of the Planning Committee, shared the following details of recent committee work and discussions:

- The consultancy firm engaged to help Southeastern draft the upcoming Plan of Service has provided an iterative report for the council’s use as that work continues. The Board will review the final survey results in March.
- A Coordinated Collection Development Aid (CCDA) planning meeting is forthcoming in February. Required by the New York State service plan and convened by Southeastern, this meeting will give participants and stakeholders an opportunity to review the program and make their subject support determinations as a group.
- Regarding the council’s 2026 Annual Membership Meeting, the venue has been selected—Marist University—and keynote speaker details are forthcoming pending confirmation.

**Advisory Committee Reports:**

<b>Digital Advisory Committee (DAC); Regional Interlibrary Loan Committee (RIC)</b>
Trustees were provided with draft minutes from the recent advisory committee meetings.
Digital Advisory Committee (DAC) liaison K. Carter shared that the committee reviewed digital preservation topics, as previewed in the prior SIG discussion, as well as updates on HRVH user growth and important backend cleanup efforts regarding repository metadata. The committee also discussed the restoration of IMLS grant funds for the SUNY Albany Arclight software project, which has since seen progress. Lastly, the committee is looking into a successor for the Omeka system for HRVH, the exhibit platform currently in use.
Regional Interlibrary Loan Committee (RIC) liaison L. Shedrick shared that Southeastern’s Resource Sharing and Cataloging Librarian Kelsey Milner provided a presentation on the current ILL statistics, platform troubleshooting and updates, etc. The committee reviewed the ILL procedures document, which includes the recently approved ILL policies, prior to its planned newsletter distribution this month. On the topic of SEAL participation inconsistencies, K. Milner is gathering information to the end of shoring up cooperation between institutions. L. Shedrick commends the committee’s chair, Livia Sabourin, for running engaging and productive meetings.
<b>Director’s Report</b>
T. Killian briefed trustees on the Director’s report, noting the following: <ul style="list-style-type: none"> <li>• The council has migrated its payroll system from PayChex to AccuData, with thanks to L. Gurdin for the smooth transition.</li> <li>• Southeastern’s Community Connections Internship program starts at the end of January. Beth Noe, a Queens College MLIS student, will help the council with the Shadow Program and other relevant programming through the spring.</li> <li>• Member collections have popped up in the news several times in recent months, including SUNY New Paltz, Ulster County Archives, and Putnam County. Details and links to these news items are included in today’s documentation.</li> <li>• SENYCon 11, the council’s popular annual membership exhibition, will be held in April. A request for proposals is live on the council’s website.</li> </ul>
<b>Final Audit Reports for 7/1/24—6/30/25</b>
The final versions of the previously approved audit reports for fiscal year 2024-2025 were provided to trustees for their information.
<b>President’s Report</b>
Board President B. Albitz had nothing specific to report beyond wishing trustees a happy new year!
<b>Good of the Order</b>
G. Riario solicited opinions from trustees regarding the Library of Congress position on MARC records. After discussion, trustees determined that convening a Cataloging Special Interest Group would be beneficial for members to dig into this issue. T. Killian will work with the staff to establish that SIG and will update trustees.
T. Killian will share with trustees a registration link to a “Title 2” webinar planned for February by the council’s attorney, Stephanie “Cole” Adams.
<b>Adjournment</b>
<b><i>G. Riario made a motion to adjourn the Board of Trustees meeting at 3:02pm. Seconded by E.</i></b>

***Rubin. Motion carried.***

Respectfully Submitted,

Signed by:  


Laurie Shedrick, Secretary  
1/29/2026