



Southeastern New York Library Resources Council

Minutes of the Board of Trustees Meeting

Conducted in person and via Zoom at Southeastern on September 18, 2025

Board Members Present	Becky Albitz, Andy Ashton, Grace Riario, Mary Jo Russell, Kirsten Carter, Beth Zambito, Kristy Lee, Anne Deutsch, Laurie Shedrick, Ellen Rubin, Kim Hooper
Board Members Absent	Josephine Bloodgood, Floyd Lattin
Representing Southeastern	Executive Director Tessa Killian, Finance Manager Liz Gurdin, Programs and Outreach Manager Carolyn Bennett Glauda
Call to Order	<i>President B. Albitz called the meeting to order at 1:30pm.</i>
Approval of the Agenda	B. Albitz requested approval of the meeting agenda. Trustees proposed no amendments.
Approval of Minutes from July 17, 2025	The minutes from the July 17, 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 July and August 2025
Trustees were presented with the fiscal reports for July and August. K. Lee noted that the end of fiscal year July figures are in line with expectations and that the council has opened new Certificate of Deposit accounts at Mid-Hudson Federal Credit Union and Ulster Savings Bank.
L. Gurdin noted that State aid arrived in August and will be reflected in the next round of fiscal reports.
T. Killian noted the council's pivot from a council car lease to mileage reimbursement for staff is reflected in the expenses report.
<i>The fiscal reports were filed as presented.</i>
EDI Committee: Recommendations for a Community Connections Internship, Continued
<i>Trustee K. Carter abstained from participating in the discussion and action for this agenda item.</i>
<i>L. Shedrick made a motion to approve the Community Connections internship program as proposed with added details. Seconded by A. Ashton.</i>
C.B. Glauda briefed trustees on the origin and development of the EDI Committee's draft Community Connections internship program proposal. As previously discussed, the program's focus will begin with the council's Shadow Program, in which library workers are paired with experienced professionals to learn about different library types and job roles. The intern would be involved in managing the logistics related to that program; it's possible as well that the

intern themselves will participate in the Shadow Program.

Trustees inquired if the intern will be stationed at Southeastern; that is the vision, depending on the available pool of interns, their locations, participating institutions in the Shadow Program, etc. Site visits to participating institutions will be planned for the Shadow Program and involved internship as well.

Trustees suggest periodic evaluations during the program to make sure that interns are productive and that they are being provided opportunities to get the most out of the experience and feel appreciated for their engagement.

B. Albitz called the question. One abstention. Motion passed.

Southeastern Dues and Fees

M.J. Russell made a motion to approve the revised dues and fees schedule. Seconded by E. Rubin.

L. Shedrick led a discussion of the proposed changes to Southeastern's membership dues and fees as reflected in the document provided.

T. Killian has spoken with 30 members over the past three weeks to preview the dues and fees revisions. Feedback has been understanding and appreciative of the notice for the planned adjustments.

B. Albitz called the question. Motion passed.

Investment and Fund Policy Revisions

G. Riario made a motion to approve revisions to the Investment and Fund Policy and Reserve Fund Allocations. Seconded by A. Deutsch.

B. Albitz briefed trustees on the provided revisions document, noting that the goal of the revisions is to divide some of the council's current unallocated reserve funds into specific categories for contingency preparedness.

T. Killian reviewed the fund categories in question, their purpose, funding order, and caps. Allocations will be reflected in subsequent fiscal reports. The fund allocations do not require separate bank accounts.

Trustees expressed appreciation for the specificity of the proposed fund allocations.

B. Albitz called the question. Motion passed.

Review and approve the Annual Report for 3Rs Library Systems (July 1, 2024 – June 30, 2025),
New York State Library, Division of Library Development

G. Riario made a motion to approve the Annual Report for 3Rs Library Systems (July 1, 2024 – June 30, 2025) as presented. Seconded by A. Ashton.

T. Killian briefed trustees on the draft annual report, noting the collaborative work of L. Gurdin and council staff in bringing the data and narratives together. Next year's funding is contingent

on the completion and approval of the annual report. Once approved by the Board today, it will be submitted to the State by the deadline of 10/01; if the State has questions for clarification, those generally arrive a month after submission.

Trustees congratulated the council staff on their diligent and detailed work.

B. Albitz called the question. Motion passed.

Informational Items

Conflict of Interest Policy/Disclosure Statement

T. Killied briefed trustees on the annual Conflict of Interest disclosure requirement. Office Manager M. Siegel will distribute DocuSign documents following today's meeting for trustee completion with a requested deadline of 10/18.

Advisory Committee Reports

Trustees were provided with draft minutes from the recent Hospital Library Services Committee meeting. M.J. Russell previewed the committee's work, including revisions to traditional resource bundling, to offer members a more selective package to better serve their needs and budgets.

Director's Report

T. Killian brief trustees on the Director's report, noting the following:

- The council's auditors completed their fieldwork review and will report to the Board at the November meeting.
- At the invitation of Ramapo Catskill Library System, T. Killian and C.B. Glauda attended recent advocacy meetings with regional assembly members and senators to advocate for library funding. Legislators are uncertain about future funding details but remain supportive of libraries.
- The council is currently managing four active grants from legislators and organizations.
- A new cohort of 20 Digital Navigators started in August.
- Southeastern is a partner on a ConnectALL – Digital Equity Program Capacity grant application submitted by the Westchester Library System. The council applied for this grant last March, when it was a federally funded program, but it was subsequently cancelled. It was reissued in July, sponsored by New York State.

President's Report

B. Albitz reports that she has a meeting scheduled with the council's auditing firm as a part of the audit process.

Good of the Order

T. Killian noted the council's new Urban Renewal exhibit; members are welcome to enter the queue to display this exhibit at their institutions.

Adjournment

G. Riario made a motion to adjourn the Board of Trustees meeting at 2:45 pm. Seconded by L. Shedrick. Motion carried.

Respectfully Submitted,

Signed by:

 Laurie Shedrick
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Laurie Shedrick, Secretary

11/12/2025