



Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
Conducted in person and via Zoom at Southeastern on July 16, 2026

Board Members Present	Grace Riario, Becky Albitz, Anne Deutsch, Josephine Bloodgood, Andrew Ashton, Bob Quinn, Scott Merritt, Kathryn Dauksza, Laura Crisci
Board Members Absent	Kirsten Carter, Kimberly Hooper, Beth Zambito
Representing Southeastern	Executive Director Tessa Killian, Finance Manager Liz Gurdin, Hospital Library Services Program Manager Sarah Holsted
Call to Order	Board President G. Riario called the meeting to order at 1:34pm.
Amend Agenda	G. Riario proposed amending the agenda to include two action items, placed to follow the approval of minutes: the resignation of a trustee from the Board and the adjustment of the Board's officers. <i>The amended meeting agenda was approved unanimously.</i>

New Business
Approval of Minutes from June 5, 2026
The minutes of the June 5, 2026 meeting were presented to the Board of Trustees. <i>The minutes were accepted into the record as presented.</i>
Acceptance of Resignation from the Board of Trustees
G. Riario presented a resolution to accept the resignation of Kristy Lee from her roles as Trustee and Treasurer, effective July 16, 2026, due to personal reasons. The Board of Trustees expressed their deepest gratitude for K. Lee's dedicated service on the Board since 2022 and as Southeastern's Treasurer, extending their warmest wishes for her health and well-being. <i>G. Riario made a motion to accept K. Lee's resignation from the Board of Trustees effective immediately. Seconded by B. Albitz. Motion carried.</i>
Revisions to the 2026/2027 Slate of Officers
G. Riario proposed the following revision to the Board's slate of officers for FY 26/27: • B. Albitz, Treasurer • A. Deutsch, Assistant Secretary-Treasurer <i>G. Riario made a motion to revise the slate of officers for FY 26/27. Seconded by K. Dauksza. Motion carried.</i>
G. Riario proposed the following revision to the Executive Committee for FY 26/27: • B. Albitz as Treasurer • A. Deutsch as Assistant Secretary-Treasurer

G. Riario made a motion to revise the Executive Committee for FY 26/27. Seconded by A. Ashton. Motion carried.

Fiscal Report for May and June 2026

Trustees were presented with the fiscal reports for May and June 2026. For the benefit of the new trustees, Finance Manager L. Gurdin walked through the provided documents and explained the council's recurring reports to the Board, its income classes, and its funding categories.

The fiscal reports were filed as presented.

Amendment to the Child Find lease to include the corner office downstairs

T. Killian presented a proposed amendment to the council's commercial lease with Child Find of America, Inc. Child Find has occupied their lower-level office, totaling 1,098 square feet, since 2006. Currently, they wish to increase their rented space to occupy the entire lower-level western part of the building and move into the lower-level office, which Southeastern does not use for most of the year. This would increase their rented space to 1,352 square feet.

Southeastern anticipates tax implications from this expansion, as the additional 254 square feet would put the council over the rentable space limit for its tax-exempt status, likely resulting in the need to pay taxes on the rental income for the additional square footage.

Trustees inquired if the tenant's own nonprofit status would permit an exemption from the tax requirement. Southeastern had previously been informed that would not amount to an exemption but will double-check to be certain that information is still accurate.

G. Riario made a motion to amend the commercial lease Schedule A with Child Find of America to include a total of 1,352 square feet for the remainder of the current lease through 9/30/27. Seconded by B. Albitz. Motion carried.

MOU with WLS for the ConnectALL Grant

T. Killian led a discussion detailing today's requested action, noting the following:

- Southeastern is a partner on a ConnectALL – Digital Equity Program Capacity grant-funded project, "Hudson Valley Connected: Increasing Digital Literacy Through Library Services." The project is funded by ConnectAll through Empire State Development.
- The lead agency is the Westchester Library System (WLS), and Southeastern is the partner responsible for the project management and the Digital Navigator program. The other partners are the Mid-Hudson Library System and the Ramapo Catskill Library System.
- The grant-funded program will sustain the current Digital Navigator program for eighteen months by providing technology training, digital navigator incentive payments, public digital literacy workshops, and additional promotion of the services.
- Southeastern will be responsible for coordinating and managing the project, training digital navigators, and overseeing the contractors. The council's Programs and Outreach Manager, Carolyn Bennett Glauda, will serve as the project manager, and Finance Manager Liz Gurdin will serve as the financial manager. For this, Southeastern will receive \$122,541 in reimbursements from the grant and \$7,800 for partner coordination. Additionally, Southeastern will manage \$50,000 in digital navigator

incentive payments to the organizations participating in the program. Trustees were provided with the draft MOU outlining details of the partnership with WLS. <i>B. Albitz made a motion to enter into a commitment with the Westchester Library System that outlines the partnership details and requirements for successfully implementing the grant. Seconded by B. Quinn. Motion carried.</i>
Resolution to change authorized bank signers
T. Killian presented trustees with a requested resolution to change the list of authorized signatories for Southeastern for all accounts at Bank of America, Mid-Hudson Valley Federal Credit Union, NBT Bank, Rhinebeck Bank, and Ulster Savings Bank. The change would add G. Riario as President and B. Albitz as Treasurer. <i>B. Albitz made a motion to modify trustees to Southeastern's accounts to sign checks for Southeastern. Seconded by A. Deutsch. Motion carried.</i>
A presentation of the Annual Member Survey
Southeastern's Hospital Library Services Program Manager Sarah Holsted gave a presentation reviewing the council's annual member survey, which received 68 responses from members across academic, medical, public, school, and special libraries as well as cultural heritage institutions. The presentation covered the survey's goals, including gathering feedback for council staff to adapt programs and services to member needs; to satisfy mandated reporting requirements for the council's five-year plan of service, and; to collect longitudinal data for strategic planning. Respondents shared their thoughts on Southeastern services and their suggestions regarding how the council can support their future efforts and priorities across its programs and services.
Informational Items
Annual Meeting Evaluations
T. Killian led a discussion of the evaluations received from attendees of the council's 59th annual membership meeting, held on Friday, June 5th at Marist University. Of the 46 attendees, 12 provided feedback on the event. Respondents reported their appreciation for the opportunity to network, to catch up on the council and other members' activities throughout the region, to learn the history of the Cornell Boathouse and tour Marist University's library, and for the keynote presentation from The Moth's Ana Stern.
Board Committees, Chairs, and Liaisons
G. Riario reported voluntary trustee appointments as Board liaisons to the council's advisory committees, which are the Continuing Education Committee (CE), the Regional Inter-Library Loan Committee (RIC), the Hospital Library Services Program Committee (HLSP), the Digital Advisory Committee (DAC), and the Equity, Diversity, and inclusion Committee (EDI). G. Riario likewise reported voluntary trustee appointments to this fiscal year's Board committees, which are the By-Laws Committee, the Planning Committee, the Trustee and Officer Nominating Committee, and the Finance and Personnel Committee.

Trustees have access to these rosters via the Board's shared documents and resources.

Advisory Committee Reports: Regional Inter-Library Loan Committee (RIC), Digital Advisory Committee (DAC), Hospital Library Services Program (HLSP)

J. Bloodgood, on behalf of the Digital Advisory Committee, shared the details related to the meeting minutes provided, highlighting the upcoming four-part "Love Your Data" training series to start in September; Southeastern's new HRVH member Blodgett Memorial Library; seven new projects from members; updates from the Empire Archival Discovery Cooperative (EmpireADC); and the committee's review of feedback related to the Digital Dark Archive service.

K. Dauksza, on behalf of the Hospital Library Services Program Committee, shared the committee's recent honoring of departing trustee Mary Jo Russell as well as retiring hospital librarian and committee member Maryallison Farley. Trustees were provided with the HLSP meeting minutes which detail program updates, hospital library business, and planned updates to medical library usage reports.

T. Killian, on behalf of former trustee/Regional Inter-Library Loan Committee liaison Laurie Shedrick, noted from the committee minutes the scheduled three-part SEAL webinar series to take place over July, August, and September: "SEAL 101," "Best Practices for ILL," and "Exploring the SEAL Catalog." As well, the committee is exploring avenues to promote and provide outreach regarding the Medical Information Services Program (MISP).

Director's Report

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

- Southeastern received a \$3,000 Dyson grant for strategic planning implementation. The funds are being used to cover consultations with last year's strategic planning consultants, to facilitate an in-person strategy meeting with the staff in early August. The outcome will be a detailed plan for implementing the 2026-2031 Strategic Plan objectives.
- The enacted executive budget for New York did not include library aid at the levels anticipated; this year's library aid funding is flat. Consequently, Southeastern needs to draw from unallocated funding up to approximately \$30,000. The motion made as part of the budget approval process during the May Board meeting accounted for this eventuality. The exact amount of Southeastern's aid is unknown until the state library's allocated amounts are received.
- Southeastern submitted an LSTA grant application to the New York State Library for \$20,000 for the "Creating Accessible Digital Repository Content" project. This project will allow the council to coordinate and fund a virtual training series for Empire State Library Network (ESLN) staff and selected library partners to learn how to contribute content to New York Heritage and EmpireADC that meets WCAG 2.1 AA accessibility standards.
- T. Killian secured a \$20,000 allocation from the Empire State Library Network for a project to update the webpage and marketing for EmpireADC. The project includes a contract with the firm Frog House to redesign the logo and visual assets for EmpireADC, redesign the website, and develop communication and awareness materials. The project begins in July.

• Director and staff Board reports will have an updated format this fiscal year in alignment with the new five-year Plan of Service, detailing program and service outcomes and geared toward clarity for trustee review. • Southeastern’s Digital Services Manager, Jennifer Palmentiero, joined staff from SUNY New Paltz and Historic Huguenot Street to present on “Storied Objects” at the New York History Conference, hosted at Marist University, in June.
President’s Report
Board President G. Riario thanked T. Killian and the new trustees for a productive Board orientation meeting held last week. G. Riario also updated trustees on the Executive Director’s annual evaluation, noting that the Finance and Personnel Committee will be reviewing evaluation materials and that T. Killian will subsequently meet with members of the Executive Committee as part of that annual process.
Good of the Order
B. Albitz shared a part-time librarian vacancy at Marist University, to be posted on Southeastern’s job board following today’s meeting.
Adjournment
<i>G. Riario adjourned the Board of Trustees meeting at 3:01pm.</i>

Respectfully submitted,

Signed by:

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Anne Deutsch, Assistant Secretary-Treasurer

7/24/2026