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Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting

Conducted in person and via Zoom at Southeastern on September 17, 2026

Meeting preceded by an overview and training on computer and technology security by Zachary Spalding, Southeastern's Systems Manager

Board Members Present	Grace Riario, Becky Albitz, Anne Deutsch, Bob Quinn, Scott Merritt, Kathryn Dauksza, Kirsten Carter, Kimberly Hooper, Beth Zambito
Board Members Absent	Andrew Ashton, Josephine Bloodgood, Laura Crisci
Representing Southeastern	Executive Director Tessa Killian, Finance Manager Liz Gurdin
Call to Order	Board President G. Riario called the meeting to order at 1:56pm.
Approve Agenda	The agenda was approved as presented.

New Business
Approval of Minutes from July 16, 2026
The minutes of the July 16, 2026 meeting were presented to the Board of Trustees. ***The minutes were accepted into the record as presented.***
Fiscal Report for July and August 2026
Trustees were presented with the fiscal report for July 2026; the August report will be provided to trustees at the next Board meeting. For the benefit of new trustees, as this is the first report of the fiscal year, Finance Manager L. Gurdin provided annotated comments throughout. Trustees inquired about the withdrawal of a portion of one of Southeastern's active CDs; this was to pay a due bill to the METRO council for their work in the ConnectAll project. The reimbursement grant funds have since arrived for Southeastern to recoup the expenditure. ***The fiscal report for July 2026 was filed as presented.***
Banking/Financial Institution Changes
The Finance and Personnel Committee recommends moving the council's primary business accounts and financial assets from NBT Bank to Rhinebeck Bank. Evaluations of NBT Bank and Rhinebeck Bank showed that Rhinebeck offers higher overall interest rates across accounts, better support for the council's portfolio, and stronger customer service. While maintaining CD accounts across multiple regional banks has been effective for the past few years, current rates are less competitive. Southeastern is currently looking for the best rates with a more flexible approach. Additionally, the committee believes that consolidating everything into one institution will improve access, simplify reporting, and reduce internal

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overhead.
Rationale for Rhinebeck Bank:

- Rhinebeck Bank offers IntraFi Money Market (ICS) & CDARS: These programs allow Southeastern to deposit funds exceeding the $250,000 FDIC limit at Rhinebeck Bank. Rhinebeck will distribute funds across a network of FDIC-insured banks in increments under $250,000.
- Additional higher-yield accounts: Rhinebeck offers traditional money market accounts and bank CDs that are FDIC-insured.
- Operating Accounts & ACH: Rhinebeck provides all the checking accounts the council needs with no fees and with remote deposit. Southeastern plans to increase ACH transactions for payments, to send fewer checks. They are waiving the fees for the first year of using ACH.

Once approved, the council will open the accounts at Rhinebeck and will begin moving operating accounts from NBT to Rhinebeck. Then, as the CDs at other banks mature, the council will transfer those funds into the new ICS and CDARS accounts.

Resolution:

September 17, 2026

Be it RESOLVED that Southeastern NY Library Resources Council authorizes the establishment of accounts at Rhinebeck Bank; and

Be it RESOLVED that Grace Riario (President), Becky Albitz (Treasurer), and Tessa Killian (Executive Director) be appointed as the individuals authorized to conduct transactions on all accounts at Rhinebeck Bank.

A motion to pass the resolution was made by Becky Albitz seconded by Grace Riario and approved by a majority of the board on September 17, 2026.

New Contract Policy to Review

The Bylaws Committee had previously suggested the inclusion of a contract policy for the council; T. Killian consulted with Southeastern's attorney, who in turn provided the draft policy included for trustee review at this month's Board meeting.

B. Albitz made a motion to discuss the contract policy. Motion carried by unanimous consent.

Trustees suggested changing "efficient" to "responsive" or "responsible" in the language regarding a given proposal meeting the RFP criteria.

Trustees inquired about the listed dollar amounts regarding certain contract approval restrictions; T. Killian will review that language with the attorney to see if it can be amended for clarity and to rule out any ambiguity.

Trustees inquired about the Executive Committee's stated ability in the draft policy to approve contracts over $100,000, without securing full Board approval; T. Killian will review that

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language with the attorney as well.

Action to approve the new contract policy was tabled pending attorney review and an update to the Board from T. Killian at a following Board meeting.

Review and Approve the Annual Report for 3Rs Library Systems (July 1, 2025 – June 30, 2026), New York State Library, Division of Library Development

T. Killian briefed trustees on the Annual Report for 3Rs Library Systems, noting the following:

- The New York State Library, Division of Library Development requires an annual report from the council, with future funding pending its receipt and approval.
- This year's submission portal is not yet live, so T. Killian created an in-house document for the staff to input their reports and metrics in the interim as the council awaits the official method of submission to be available.
- The report relays information from fiscal year 25/26, though specifically requests the current, 26/27 fiscal year Board of Trustees roster, which is why that data is included.
- The report includes several elements related to the council's operations, programs, membership, budget, and more. Trustees are provided with the full data report as well as an overview summary developed by T. Killian with pertinent metrics and information.

Trustees congratulated T. Killian and the Southeastern staff for completing the detailed and accurate report.

G. Riario made a motion to approve the Annual Report for 3Rs Library Systems (July 1, 2025 – June 30, 2026), New York State Library, Division of Library Development as presented. Seconded by B. Albitz. Motion carried.

Informational Items

Board Committee Report: Finance and Personnel (Meeting minutes provided)

Trustees were provided with the agenda and notes from the Finance and Personnel Committee's August 21, 2026 meeting, for their information.

The committee has determined to reinstate the requirement for trustees to conduct annual Sexual Harassment Prevention Training. Southeastern's Office Manager will soon send trustees training options and information on submitting their certificates of completion, either from one of these options or from their own institutions.

The committee has completed the annual Executive Director evaluation and thanks trustees for their contributions to the process.

The committee plans to meet in October to begin the annual review of council policies.

Southeastern Strategic Plan & Operational Bimonthly Report

T. Killian briefed trustees on the Strategic Plan & Operational Bimonthly Report. Southeastern's new 5-year Plan of Service period has begun. As such, the council has developed a new format for the prior "Director and Staff Reports" informational item, presented to trustees today for the first time. T. Killian welcomes feedback on the newly designed report from trustees. The report's content will serve staff as a cumulative record of council activities to inform next year's Annual Report.

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Highlights from the report shared at today's meeting include:

- The council staff spent a full day with the consultant firm focusing on Strategic Plan goal implementation. It was a productive session leading to concrete logistics and next steps toward making progress on diverse initiatives from the Strategic Plan. A Dyson grant in the amount of $3,000 covered the cost of the consultant for this implementation-planning and subsequent reports delivered to Southeastern.
- Southeastern's tenant, Child Find of America, signed their lease amendment to expand their office in the lower level, as previously discussed and approved by the board.
- The annual audit fieldwork is pending, with a date soon to be set. The auditing firm will join the November Board of Trustees meeting to give their report.
- Southeastern received $45,540 in grant reimbursement funds from Empire State Development, covering the payment to the METRO council as discussed earlier today.

Trustees appreciated the clarity and accessibility of the new report format. They suggested the addition of more "success stories" as applicable to flesh out the details of the council's work.

Conflict of Interest Policy / Disclosure Statement / Sexual Harassment Prevention Training

G. Riario briefed trustees on the annual Conflict of Interest Policy disclosure and the newly reinstated Sexual Harassment Prevention Training for trustees. The council's Office Manager will send trustees details of the policies, options for completing training, and DocuSign documents to sign and to attach forms and certificates of completion as needed, next week.

Good of the Order

B. Albitz shared that her library received the annual Marist University Faculty Staff Service Award.

Adjournment

G. Riario adjourned the Board of Trustees meeting at 3:15pm.

Respectfully submitted,

Signed by:
Kirsten Strigel Carter
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Kirsten S. Carter, Secretary

9/24/2026