



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
November 19, 2015**

Board Members Present	Merribeth Advocate, Cathy Carl, Mary Jo Russell, Barbara Petruzzelli, Kari Mack, Mary Ellen Leimer, A. Floyd Lattin, Amy Schuler, Duane Watson, Rebecca Gerald, Stephan Macaluso, Jeannie Stiller, Laura Streett, Mary Flad, Robert Hubsher
Representing SENYLRC	Tessa Killian, Danielle Poidomani
Call To Order	B. Petruzzelli called the meeting to order at 9:36am.
Introductions and welcome	Trustees introduced themselves to auditors Steven Engels, Tonia Crown, and Davide DiGenova from Vanacore, DeBenedictus, DiGovanni & Weddell, LLC.
Recognition of Trustee	B. Petruzzeli and the Board of Trustees recognized retiring Trustee Jeannie Stiller's years of service to SENYLRC.
Approval Of Minutes/Motion To Approve	The minutes of the October 15, 2015 meeting were presented to the Board of Trustees. <i>M.J. Russell made a motion to accept and file the October 15, 2015 minutes as presented. Seconded by S. Macaluso. Motion carried.</i>

New/Old Business	
Draft Audit Report for 7/1/14—6/30/15; 990 Tax Filing	T. Killian led discussion on the council's recent annual audit. Tonia Crown led discussion on the Financial Report section of the draft audit report; Steven Engels led discussion of the Management Report; Davide DiGenova led discussion of the 990 Tax Filings. Main recommendations emerging from this report are for the council to organize its fiscal policies into a central handbook; to establish a dedicated email address to route vendor invoices and payments; and, to generate a monthly balance sheet and payments report to track day-to-day accounting activity.
Motion	<i>R. Hubsher made a motion to approve the Draft Audit Report. Seconded by M. Advocate. Motion carried.</i>

<p>Fiscal Report November, 2015/16 A.) Request approval of the attached budget adjustments</p>	<p>A.) T. Killian led discussion on the requested budget adjustment to provide an additional RBDB budget line for the Index Data license for \$10,000, explaining that there are funds in the RBDB budget to pay Index Data.</p>
<p><i>Motion</i></p>	<p><i>R. Hubsher made a motion to approve the budget adjustments as presented. Seconded by R. Gerald. Motion carried.</i></p>
<p>Fiscal Report November, 2015/16 B.) Request Approval And Filing Of The Fiscal Report</p>	<p>B.) D. Poidomani and T. Killian presented additional reports this month in order to provide Trustees a choice in what reports they find most useful:</p> <ul style="list-style-type: none"> • Revenue and Expenses - Previous Year Comparison July 2015 through October • Budget vs. Actual All Classes Combined YTD • Profit & Loss - CYTD to PY comparison, July 2015 through June 2016 • Profit and Loss by Class, July 1 through October 31, 2015 • Balance Sheet as of October 31, 2015 • Expenses by Vendor Summary <p>Moving forward the Trustees will be presented with a selection of reports based on this meeting's feedback, to be determined prior to the next scheduled Board of Trustees meeting.</p>
<p><i>Motion</i></p>	<p><i>R. Hubsher made a motion to accept and file the fiscal reports as presented. Seconded by M. Flad. Motion carried.</i></p>
<p>Planning Committee</p>	<p>M. Advocate led discussion of the Planning Committee's progress in soliciting proposals from strategic planning consultants. The Planning Committee requests additional funding from the council's savings reserve for this purpose.</p>
<p><i>Motion</i></p>	<p><i>R. Hubsher made a motion to approve drawing up to \$25,000 from the council reserves as needed for the strategic consultant budget. Seconded by J. Stiller. Motion carried.</i></p>
<p>Trustee & Officer Nominating Committee: Act 5) Trustee Vacancy Replacement</p>	<p>D. Watson led discussion of the Trustee & Officer Nominating Committee's recommendation that Chuck Thomas, Director at the Newburgh Free Library, be approved as a member of the 2015/16 Board of Trustees through the end of June, 2016.</p>
<p><i>Motion</i></p>	<p><i>M. Flad made a motion to approve the Trustee Vacancy Replacement. Seconded by M. Advocate. Motion carried.</i></p>

<p>Trustee & Officer Nominating Committee:</p> <p>Act 6) Officer Replacement:</p> <p>Assistant Secretary Treasurer</p>	<p>D. Watson led discussion of the Trustee & Officer Nominating Committee's recommendation that Cathy Carl assume the role of Assistant Secretary-Treasurer until the end of June, 2016.</p>
<p><i>Motion</i></p>	<p><i>S. Macaluso made a motion to approve the Officer Replacement. Seconded by R. Hubsher. Motion carried.</i></p>
<p>Finance & Personnel Committee</p>	<p>M.E. Leimer led discussion on the Finance & Personnel Committee's progress on updating the council's Conflict of Interest policy, a draft of which is being worked on with the assistance of an attorney. In the interim, the committee recommended that SENYLRC Trustees and staff complete a Disclosure Statement regarding other board memberships and private business interests.</p>
<p>Informational Items</p>	
<p>Director and Staff Reports</p>	<p>T. Killian led discussion on recent Director and staff activities:</p> <ul style="list-style-type: none"> • The "SEAL 2.0" beta launch and ongoing system testing; • The possibility of including a "donate" function to the online historical newspaper collection.
<p>President's Report</p>	<p>B. Petruzzelli had nothing specific to bring to the attention of the Board of Trustees at this time.</p>
<p>Reports From Board Members</p>	<p>M. Advocate reported that the Division of Library Development has reopened the position of State Historian. As well, M. Advocate informed Trustees about a message from NYLINE requesting that users subscribe to the state museum's history communications; said solicitation to be forwarded to the Board of Trustees for individual review.</p> <p>R. Hubsher reported that RCLS consultants have concluded their strategic plan focus groups and are at work on a report; also, RCLS has hired a new head of technical services, Daniel Donohue.</p>
<p>Good of the Order</p>	<p>M. Flad noted the opening of a bookstore at the Boardman Road Branch Library in Poughkeepsie.</p>
<p>Adjournment</p>	<p><i>S. Macaluso made a motion to adjourn the meeting at 10:00.</i></p>

signature redacted for privacy

Mary Ellen Leimer, Secretary