



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
October 20, 2016**

Board Members Present	Mary Ellen Leimer, Kari Mack, Amy Schuler, Laura Streett, Cathy Carl, Merribeth Advocate, Rebecca Gerald, Stephan J. Macaluso, Ellen Rubin, Mary Ann Van Benschoten, Duane A. Watson
Board Members Excused	Barbara Petruzzelli, Robert Hubsher, Floyd Lattin, Charles Thomas
Representing SENYLRC	Tessa Killian, Jennifer Palmentiero, Zachary Spalding, Alice Graves
Call To Order	<i>M.E. Leimer called the meeting to order at 9:42am.</i>
Approval Of Minutes/Motion To Approve	The minutes of the September 15, 2016 meeting were presented to the Board of Trustees. <i>E. Rubin made a motion to accept the minutes as presented. Seconded by D. Watson. One abstention. Motion carried.</i>

New/Old Business	
Conflict Of Interest Policy/Disclosure Statement	M.E. Leimer led discussion on the review of a draft of a new conflict of interest policy, modeled after the Ramapo Catskill Library System's policy, and the distributed disclosure form that needs to be signed by trustees and staff—the Board of Trustees expressed their appreciation for trustee Robert Hubsher having shared the former document for SENYLRC's use.
Motion	<i>M.A. Van Benschoten made a motion to approve the draft Conflict of Interest Policy/Disclosure Statement. Seconded by C. Carl. One abstention. Motion carried.</i>
2016/17 Fiscal Report	T. Killian led discussion and reported that, during their recent work, the auditing firm was pleased to note that the council's current monthly fiscal reports comply with their formatting guidance. The trustees were informed that the auditors will attend the December board of trustees meeting to make their annual presentation. Trustees expressed their appreciation for council bookkeeper Danielle Poidomani's efforts in preparing the council for this annual audit.
Motion	<i>A. Schuler made a motion to accept and file the fiscal report as presented. Seconded by M. Advocate. Motion carried.</i>
HRVH Digital Dark Archive Storage Program	T. Killian introduced the HRVH Digital Dark Archive Storage service, based on a long-term storage platform called Archivematica. Digital Services Librarian Jennifer Palmentiero and Systems Manager Zachary Spalding presented trustees with a


	<p>briefing on the history of the service, the member needs that inspired it, and the lessons learned from the pilot launch. Z. Spalding led trustees through a video presentation, illustrating various aspects of the service.</p> <p>M. Advocate commended J. Palmentiero and Z. Spalding for their work in developing this service.</p>
Motion	<p><i>L. Streett made a motion to approve the HRVH Digital Dark Archive Storage service as presented. Seconded by M.A. Van Benschoten. Motion carried.</i></p>
Board and Staff Breakfast	<p>Trustees resolved that, immediately prior to the December Board of Trustees meeting, trustees would host a Board and Staff breakfast at SENYLRC, to be funded privately by the trustees.</p>
HLSP: Overview of Ed Law, Regulations, and Guidelines	<p>M.E. Leimer and T. Killian briefed trustees on the HLSP discussion history. Alice Graves, Hospital Library Services Program Manager, walked trustees through the HLSP Electronic Resource Agreement draft to be sent to member hospitals, to the end of replacing the less-formal “commitment letter” previously used to secure member participation in consortium packaged services. The new agreement includes language detailing all of the requirements that a hospital needs to meet in order to qualify for consortia inclusion and SENYLRC’s support, citing State Regulations where appropriate.</p>
Planning Committee: Retreat Planning, Membership, Strategic Plan	<p>M. Advocate led discussion of recent Planning Committee items:</p> <ul style="list-style-type: none"> • Having heard from 100% of survey participants regarding their Board of Trustees Retreat preferences (discussion topics and focus), the planning committee will continue to solidify plans for such, to be held during a designated BoT meeting time (March 16, 2017) at SENYLRC HQ. Stu Wilson from Library Strategies has expressed interest in facilitating the retreat for the council. The planning committee requests \$3,700.00 from reserves to fund the retreat. • The Planning Committee has determined to suspend the Technology Review and Action Committee (TRAC), as that committee’s charge has been satisfied and no current matters require TRAC attention. • The Planning Committee requests volunteers to discuss council membership and fee structure revisions alongside the committee; interested parties to contact T. Killian over the next week. • The Planning Committee determined to hold on sending the Bylaws Committee any mission statement/bylaws revisions, pending a draft proposal that shall include all suggested changes to bylaws, membership structure, and the mission statement, to emerge from future Planning Committee meetings and work.

Motion	<i>E. Rubin made a motion to approve the requested budget of \$3,700.00 from council reserves. Seconded by M.A. Van Benschoten. Motion carried.</i>
50th Anniversary Ad-Hoc Committee	<p>E. Rubin led discussion of the 50th Anniversary Ad-Hoc Committee meeting held on 10/3 and briefed trustees on the following points:</p> <ul style="list-style-type: none"> • The 50th Annual Meeting will take place as planned on June 2, 2017; • A formal dinner “gala” will be held later in the year, in the fall on a Friday evening, to include dinner, cash bar, a featured speaker, and possibly music. • T. Killian and the Ad-Hoc Committee will be reviewing possible venues and speakers for the gala, while Carolyn Bennett Glauda contacts vendors, solicits possible sponsors, and designs a 50th Anniversary logo for the annual meeting and gala event. • The committee next meets on November 9.
Informational Items	
Director and Staff Reports	T. Killian led discussion on Director and staff reports and noted that Carolyn Bennett Glauda, Member Services Librarian for Education and Outreach, is back from maternity leave on a part-time basis. Trustees had no specific questions or need for clarification on the provided reports.
Strategic Planning Update	T. Killian is working out the best way to present progress on the strategic plan beyond the provided “dashboard,” in order to include more specific updates on various points of the plan beyond the limits of the dashboard document—this may manifest as additions to individual staff reports or as another distinct document.
President’s Report	M.E. Leimer noted that NYLA has awarded trustee Ellen Rubin with the Outstanding Service to New York Libraries Award, to be presented at their upcoming conference. The Board of Trustees offered their congratulations to Ellen Rubin for this well-deserved recognition.
Reports From Board Members	M. Advocate wished to thank SENYLRC for involving MHLS in the Empire Library Delivery service, which has already proven to be an asset for their community.
Good of the Order	<p>S. Macaluso informed trustees of an 11/1 state-sponsored job fair organized by Ulster BOCES.</p> <p>E. Rubin informed trustees of a holiday book drive in conjunction with Barnes & Noble booksellers, to run from 11/1 to 12/1.</p> <p>K. Mack informed trustees of an 11/17 literary series event at Ulster Community College featuring Sapphire, author of the 1995 book “Push.”</p>

Adjournment

M.E. Leimer made a motion to adjourn at 11:53am. Seconded by K. Mack. Motion carried.

Signature Redacted


Laura Streett
Secretary