



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
December 15, 2016**

Board Members Present	Mary Ellen Leimer, Kari Mack, Amy Schuler, Cathy Carl, Merribeth Advocate, Rebecca Gerald, Stephan J. Macaluso, Ellen Rubin, Mary Ann Van Benschoten, Duane A. Watson, Barbara Petruzzelli, Robert Hubsher, Floyd Lattin, Charles Thomas
Board Members Excused	Laura Streett
Representing SENYLRC	Tessa Killian, Danielle Poidomani
Guests	Tonia Crown, CPA, CITO and Davide DiGenova, CPA
Call To Order	<i>M.E. Leimer called the meeting to order at 10:32am</i>
Approval Of Minutes/Motion To Approve	The minutes of the October 20, 2016 meeting were presented to the Board of Trustees. <i>M.A. Van Benschoten made a motion to accept the minutes as presented. Seconded by D. Watson. Motion carried.</i>

New/Old Business	
Draft Audit Report For 7/1/15—6/30/16; 990 Tax Filing Form RBT CPAs, LLP	Tonia Crown, partner at RBT CPAs, LLP, led trustees through the Draft Audit Report For 7/1/15—6/30/16, which was handed out in hardcopy. It was noted that the council car’s EZPass account needs to be updated as the former bookkeeper’s name remains the contact. Davide DiGenova, partner at RBT CPAs, LLP, led trustees through the 990 Tax Filing Form, which was handed out in hardcopy.
Motion	<i>R. Hubsher made a motion to accept and file the 900 Tax Filing Form. Seconded by F. Lattin. Motion carried.</i>
Motion	<i>E. Rubin made a motion to accept and file the Draft Audit Report. Seconded by R. Hubsher. Motion carried.</i>
2016/17 Fiscal Report	T. Killian led discussion of the fiscal reports, noting a misplaced item (“RDA Toolkit”) to be moved to its correct position on subsequent reports.
Motion	<i>B. Petruzzelli made a motion to accept and file the fiscal report as presented. Seconded by A. Schuler. Motion carried.</i>

<p>Trustee and Officer Nominating Committee</p>	<p>M.E. Leimer informed trustees that Mary Ann Van Benschoten is retiring and resigning from the Board of Trustees. D. Watson and the Trustee and Officer Nominating Committee will work towards presenting the board with names of potential successors, to be voted upon by the Board and to then fill the vacant Hospital Librarian trustee slot through the current fiscal year, with a membership-ballot to follow, prior to the 2017 Annual Meeting.</p>
<p>Planning Committee: Retreat Planning, Membership</p>	<p>M. Advocate led discussion on outcomes of the recent Planning Committee meetings, convened on 11/10/16 and 12/7/16.</p> <p>Regarding Board Retreat planning, the committee discussed:</p> <ul style="list-style-type: none"> • the upcoming Board Retreat will take place on March 16th, 2017, from 9am-1pm at Southeastern. An afternoon meeting will follow the retreat. • Stu Wilson of Library Strategies will facilitate both the retreat and the subsequent meeting to offer his expertise. <p>Regarding membership structure and fees, the committee discussed:</p> <ul style="list-style-type: none"> • potential changes to membership levels and fees in context of the Strategic Plan’s Goal 1, Build Organizational Capacity, including last year’s proposed “MySENYLRC” membership level and possible revisions to that concept; • continuing education revenue generated in context of the current membership category rates; • the timeline required to propose the necessary bylaws changes to the Bylaws Committee in time for membership review and feedback by the Annual Meeting—it was determined that the proposal need be submitted at the January 2017 Board of Trustees meeting.
<p>50th Anniversary Ad-Hoc Committee</p>	<p>E. Rubin led discussion of the 50th Anniversary Ad-Hoc Committee’s progress. The committee met on 11/9/2016 and has another meeting scheduled directly after this day’s Board meeting. Updates for trustees included:</p> <ul style="list-style-type: none"> • The 50th Annual Meeting of the council will be held at SUNY New Paltz on June 2nd, 2017; the committee/SENYLRC staff will solicit poster presentations from members with a theme of retrospection on their accomplishments. • The 50th anniversary gala is to be held on December 1st, 2017 at Locust Grove.
<p>Finance & Personnel Committee</p>	<p>A. Schuler led discussion of the 11/17/2016 Finance and Personnel Committee meeting:</p> <p>Fiscal Policies:</p>

	<ul style="list-style-type: none"> • The committee reviewed drafts of several fiscal policies that will be the basis for a Fiscal Policies Manual. • Draft policies that will be presented to the Trustees for discussion and approval at a future meeting are: <ul style="list-style-type: none"> ➤ Check Signing Policy ➤ Cash Disbursements Policy ➤ Cash Receipts Policy ➤ Budget Adjustments Policy • A Fiscal Procedures Manual will be drafted, by T. Killian and D. Poidomani, which will follow the new policies. • Discussed the possibility of a Comptroller Audit and how best to prepare. T. Killian will contact the Division of Library Development if necessary. <p>Employee Policy Handbook:</p> <ul style="list-style-type: none"> • T. Killian will draft a new policy for social networking and edit the existing work schedule policy for flexibility. • A review of the entire handbook is underway, but it will take some time to evaluate each policy and make sure that they are up to date with the current employment laws.
	Informational Items
Director and Staff Reports	T. Killian presented the Director and staff reports, noting that the Annual Report was approved.
President's Report	M.E. Leimer expressed her appreciation for the Board of Trustees having contributed to the morning's staff and trustee breakfast.
Reports From Board Members	<ul style="list-style-type: none"> • M. Advocate shared with trustees personnel statistics for MHLS, noting that 50% of directors in the system have been on the job for fewer than 5 years. With 30% on for fewer than 3 years. • R. Hubsher reported on a pilot project at RCLS to conduct mock job/college interviews in conjunction with a local high school. RCLS's Grace Rosario ran the pilot project. • F. Lattin presented trustees with a National Geographic "green map" which features Ulster County as a case study for preservation efforts.
Adjournment	<i>F. Lattin made a motion to adjourn at 12:00pm. Seconded by C. Thomas. Motion carried.</i>

Signature Redacted

Cathy Carl
Assistant Secretary-Treasurer