



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
Conducted via Zoom and in person at Southeastern on May 16, 2024**

Board Members Present	Mary Jo Russell, Becky Albitz, Grace Riario, Beth Zambito, Ellen Rubin, Kirsten Carter, Laura Streett, Laurie Shedrick, Gina Trask, Josephine Bloodgood, Floyd Lattin
Board Members Absent	Kim Hooper, Kristy Lee
Representing Southeastern	Executive Director Tessa Killian, Finance Manager Liz Gurdin
Call to Order	<i>President G. Trask called the meeting to order at 9:31am.</i>
Approval of the Agenda	G. Trask requested approval of the meeting agenda. Trustees proposed no adjustments.
Approval of Minutes from March 21, 2024	The minutes of the March 21, 2024 meeting were presented to the Board of Trustees. <i>The minutes were entered into the record as presented.</i>

New Business
Fiscal Report for March and April 2024
<p>Board Treasurer E. Rubin introduced the fiscal report for March and April 2024.</p> <p>Finance Manager L. Gurdin noted the following:</p> <ul style="list-style-type: none"> • The report reflects that the council's Certificate of Deposit at NBT Bank has been cashed out and the earned interest has been transferred to the money market account. • Early-arriving membership dues for fiscal year 24/25 are included in this month's figures. <p>G. Riario inquired whether the funds expected from legislative grants have yet arrived. T. Killian explained that the process is continuing to secure the funds awarded to the council from Assemblymember Jacobson and Senator Hinchey; the current timeline per the state's lengthy grant distribution process indicates that those funds will likely not arrive in the current fiscal year set to end June 30. G. Riario highlighted the extensive work being undertaken by L. Gurdin and T. Killian in the ongoing effort to secure and receive these funds.</p> <p>T. Killian noted that the council's transition to CDPHP health insurance for staff is complete, with thanks to L. Gurdin for managing that process. The staff reports positively on the new coverage. Trustees likewise thanked L. Gurdin for her work arranging this change of benefits.</p> <p><i>The fiscal reports were filed for audit as presented.</i></p>

Finance & Personnel Committee Recommendations for FY 2024/2025 budget

E. Rubin made a motion to approve the operating and capital improvements budgets for fiscal year 2024/2025 as presented. Seconded by G. Riario.

On behalf of the Finance & Personnel Committee, E. Rubin introduced the budget recommendations with a debrief on the operating budget summary comparison chart, 2023/2024 to 2024/2025.

For the benefit of trustees new to the council's budget review process, T. Killian outlined the documents presented and touched upon some highlights:

- Today's packet includes three parts: an overview of the budget ask; a line-by-line summary of the draft budget; and a more extensive detailed view of budget classes including restricted grants funds.
- Southeastern proposes a \$1,421,215 expenditure/\$1,340,534 revenue budget, with a difference of \$80,681 invested from council reserves to balance the figures.
- The council has seen continued growth in both revenue and expenditures, as well as the introduction of investment income.
- The committee proposed a 4% increase in staff salaries for fiscal year 2024/2025 and notes that NYSLRS retirement benefit rates are set to increase per the state's own process.
- The budget proposal allocates funds for a strategic consultant to guide the council's next 5-Year Plan of Service planning process, to take place during fiscal year 2024/2025 and 2025/2026.
- The council has cut the budget line supporting an 'on-demand learning' member service, which was underutilized.
- Funds have also been allocated in the event that a proposed joint newspaper service project under discussion with Northern NY Library Network moves ahead.
- Southeastern's tenant, Child Find of America, Inc., has agreed to renew their lease for another 3-year term.
- Regarding the capital budget, T. Killian noted that the planned facilities work for fiscal year 2024/2025 includes repairs and maintenance to the parking lot, as well as the replacement of the attic furnace, serving the main level, which has reached the end of its reliable service life, having been further compromised by years of functioning in the attic prior to the installation of climate-moderating insulation.

G. Trask called the question to approve the operating budget for fiscal year 2024/2025 as presented. By unanimous vote the motion carried.

G. Trask called the question to approve the capital improvement budget for fiscal year 2024/2025 as presented. By unanimous vote the motion carried.

G. Trask and T. Killian thanked trustees for supporting the Finance & Personnel Committee and council staff in their efforts to draft the proposed budgets.

Official Designations for FY 2024/2025
<i>M.J. Russell made a motion to approve the Official Designations and Board meeting dates for FY 2024/2025. Seconded by E. Rubin.</i>
G. Trask introduced the document, approved annually at the Board’s May meeting, for new trustees: the Southeastern’s Official Designations outline the council’s financial institutions, legal advisors, and accounting firm, as well as meeting dates and alternative meeting dates for the Board of Trustees. As previously discussed by trustees as a best practice, the audit of the council’s 2023/2024 fiscal statements will be conducted by a new partner at RBT.
<i>G. Trask called the question. By unanimous vote the motion carried.</i>
Planning Committee: Recommended Revisions to the Membership Criteria
<i>B. Albitz made a motion to eliminate the council’s consortium membership category. Seconded by E. Rubin.</i>
M.J. Russell, on behalf of the Planning Committee, explained that removal of the consortium membership category will encourage cultural and heritage organizations to join the council individually, a more productive and modern arrangement in regard to council staff time and member support. Existing consortia members will remain in place as established.
<i>G. Trask called the question. By unanimous vote the motion carried.</i>
Informational Items
Report from the Trustee and Officer Nominating Committee: Officers for FY 2024/2025
B. Albitz, on behalf of the Trustee and Officer Nominating Committee and with thanks to fellow committee members Laurie Shedrick and Kirsten Carter, shared the slate of officers of the Board of Trustees for fiscal year 2024/2025, to be voted after the annual meeting on June 7:
<ul style="list-style-type: none"> • Becky Albitz, President • Grace Riario, Vice President • Ellen Rubin, Treasurer • Beth Zambito, Secretary • Floyd Lattin, Assistant Secretary-Treasurer
B. Albitz and G. Trask thank trustees volunteering to stand for office.
Report from the Bylaws Committee
L. Streett, on behalf of the Bylaws Committee, reported that she and T. Killian and committee members completed their annual bylaws review; there are at this time no major revisions to recommend though the committee is collecting a list of non-immediate items for discussion at a future round of review and solicitation of member approval. The sum of this year’s bylaws revisions was a simple standardization of capitalization and other grammatical smoothing with no impact on content.
Annual Meeting Update
T. Killian reported healthy registration for the annual meeting thus far and encourages trustees to register to attend as well. Southeastern staff recently met with the five invited panelists for the event to review plans for the day.
The Board of Trustees will meet at the end of the annual meeting, around 1pm, for a brief

business meeting.
Twila Snead Award
E. Rubin, on behalf of the Twila Snead Award Committee, shared that a winner has been selected. The award will be presented in person at the Annual Meeting in June.
Advisory Committee Reports: RIC, DAC
Trustees were provided two documents for their information: <ul style="list-style-type: none"> • Regional Inter-Library Loan Committee meeting minutes, March 19, 2024 • Digital Advisory Committee meeting minutes, May 1, 2024 <p>L. Shedrick, on behalf of the Regional Interlibrary Loan Committee, shared that the committee is planning to review regional interlibrary loan code, as adopted from the ALA Interlibrary Loan Code, with the goal of getting a sign-off from the local systems. L. Shedrick noted that Southeastern’s Resource Sharing and Cataloging Librarian, Kelsey Milner, did a great job detailing the changes found in the recent ALA code revision.</p> <p>The provided Digital Advisory Committee minutes detail that committee’s recent work, including context and discussion around the possible digital newspaper platform merger that is under consideration.</p>
Director’s Report
T. Killian led a discussion of the Director’s report, noting the following: <ul style="list-style-type: none"> • Southeastern’s annual member survey is open; all library workers in the region are encouraged to take the survey; the survey is a required component from the state as part of Southeastern’s 5-Year Plan of Service. <p>M.J. Russell noted that this May’s SENYCon event was a success, with varied presentations and an enjoyable schedule of events.</p>
President’s Report
Board President G. Trask reported that this year’s Executive Director evaluation process has begun, in conjunction with the Finance and Personnel Committee. T. Killian will write a statement of accomplishment by mid-June. G. Trask will send trustees an evaluation to fill out with a June 28 deadline. G. Trask will assist incoming President B. Albitz with completing that process.
G. Trask led trustees in acknowledging Laura Streett. This is to be Laura’s final full Board meeting before the Annual Meeting, nearly the end of her time on the Board, just shy of ten years of service. Laura has contributed her talents as an academic librarian and digital archivist to Southeastern and has served the council both on the Bylaws Committee and as Board Secretary. The Board thanks Laura for all her years of service and plans to honor her more formally along with the membership at the Annual Meeting. T. Killian highlighted how instrumental Laura was at the start of the EmpireADC project and as a member of the committee that established Southeastern’s VITAL staffing hospital library service.
Laura expressed her appreciation for Southeastern’s Board and staff and for all of her experiences working with the council.
Good of the Order
T. Killian thanked G. Trask for serving as Board President for the past two years and for her

wide range of contributions to the council on several fronts involving both trustees and staff, and for her leadership in running efficient, productive meetings to the council's ultimate benefit. G. Trask thanked trustees for their trust in having her in this role to support Southeastern, and for all she has learned from the experience.

G. Trask shared with trustees that Mount Saint Mary College has hired a new President, Dr. Robert Gervasi, who will start on June 17th (unfortunately, after Southeastern's Annual Meeting).

Adjournment

F. Lattin made a motion to adjourn the Board of Trustees meeting at 10:48am. Seconded by E. Rubin. Motion carried.

Respectfully Submitted,

DocuSigned by:

Beth Zambito

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Beth Zambito, Secretary

5/29/2024