



**Southeastern New York Library Resources Council  
Minutes of the Board of Trustees Meeting  
Conducted via Zoom and in person at Southeastern on July 18, 2024**

<b>Board Members Present</b>	Mary Jo Russell, Grace Riario, Ellen Rubin, Laurie Shedrick, Gina Trask, Josephine Bloodgood, Kristy Lee, Andy Ashton
<b>Board Members Absent</b>	Kim Hooper, Floyd Lattin, Kirsten Carter, Beth Zambito, Becky Albitz
<b>Representing Southeastern</b>	Executive Director Tessa Killian, Resource Sharing and Cataloging Librarian Kelsey Milner
<b>Call to Order</b>	<b><i>Vice President G. Riario called the meeting to order at 9:30am.</i></b>
<b>Introductions</b>	Trustees introduced themselves in welcoming new trustee, A. Ashton.
<b>Approval of the Agenda</b>	G. Riario requested approval of the meeting agenda. Trustees proposed no adjustments.
<b>Approval of Minutes from June 7, 2024</b>	The minutes of the June 7, 2024 meeting were presented to the Board of Trustees.  <b><i>The minutes were entered into the record as presented.</i></b>

<b>New Business</b>
Guidelines for Board Communications
G. Riario noted the Guidelines for Board Communications, provided on the agenda document for each Board of Trustees meeting; these guidelines were drafted by the Board to inform trustee communication best practices, for open and cordial discussions.
Fiscal Report for May and June 2024
Board Treasurer E. Rubin introduced the fiscal report for May and June 2024.  T. Killian noted the following: <ul style="list-style-type: none"> <li>• The council is transition from QuickBooks to QuickBooks Online; as bugs are being worked out, the layout of this month’s reports varies slightly from past/future reports (such as some column headers not carrying between pages, etc.).</li> <li>• The June report is the final for the 23/24 fiscal year. Journal entries and other minor changes may be added during the annual audit review.</li> </ul> <p>G. Trask noted that the council’s FY 23/24 expenses show 99% completion and asked if there are any outstanding payments to come; T. Killian confirmed that all 23/24 spending is completed. G. Trask commended Southeastern for creating, and achieving, such a precise budget.</p> <p>M.J. Russell inquired if a figure in the “Miscellaneous – All Other” budget line is correct; T. Killian will check with Finance Manager Liz Gurdin for details and will follow up.</p>

<b><i>The fiscal reports were filed as presented.</i></b>
Resolution to change authorized bank signers
<p>G. Riario presented the resolution to change authorized bank signers, a recurring requirement to designate trustees permitted to authorize payments made by the council.</p> <p>The changes from the existing authorization proposed today are to remove the former Board President, Gina Trask, from the roster of signers as she is no longer in that role and to add Rebecca Albitz, current Board President, to the roster of signers for all accounts at Bank of America, JPMorgan Chase Bank, Mid-Hudon Valley Federal Credit Union, NBT Bank, Rondout Savings Bank, and Ulster Savings Bank.</p> <p><b><i>M.J. Russell made a motion to approve the resolution to change authorized bank signers as presented. Seconded by G. Trask. By unanimous vote the motion carried.</i></b></p>
Elect the Executive Committee
<p>G. Riario presented the proposed Executive Committee roster for FY 24/25:</p> <ul style="list-style-type: none"> <li>• Becky Albitz, President</li> <li>• Grace Riario, Vice President</li> <li>• Beth Zambito, Secretary</li> <li>• Ellen Rubin, Treasurer</li> <li>• Floyd Lattin, Assistant Secretary-Treasurer</li> <li>• Gina Trask, Past President</li> <li>• Tessa Killian, Ex Officio</li> </ul> <p><b><i>E. Rubin made a motion to approve the executive committee roster. Seconded by L. Shedrick. By unanimous vote the motion carried.</i></b></p>
Authorization to apply for a Digital Equity Technical Assistance grant
<p>T. Killian briefed trustees on the Digital Equity Technical Assistant grant proposal, noting the following:</p> <ul style="list-style-type: none"> <li>• Southeastern, in partnership with the Mid-Hudson Library System, the Ramapo Catskill Library System, and the Westchester Library System, is applying for a Digital Equity Technical Assistance Program grant from the ConnectALL office.</li> <li>• This grant will fund a comprehensive review of two years’ worth of data gathered as part of the regional Digital Navigator program, which has become the foundation of our regional digital equity efforts.</li> <li>• This data analysis is a critical step in evaluating the service. Additionally, it presents an opportunity to utilize this data to support future state or federal funding applications, thereby shaping the future of digital equity in our region.</li> <li>• Southeastern plans to hire the Digital Equity Research Center (DERC) team at the Metropolitan New York Library Council (METRO) to comprehensively analyze the data related to Digital Navigators of the Hudson Valley and additional data collected by Southeastern during the statewide digital asset inventory project.</li> <li>• Our goal is for the Digital Navigator program to be a significant asset and a foundation of our region's larger digital equity ecosystem. This project and its outcome will support the needs and measurable objectives listed in New York State’s Digital Equity Plan, particularly those related to digital literacy, privacy, and cybersecurity.</li> </ul>

- The timeline for this grant outlines an application deadline of July 25, 2024; If approved, the program will run from August 2024 – December 2024.
- Trustees were provided with a project budget detailing grant funding from State Senator Michelle Hinchey, which will be utilized to cover the required 10% of matching funds; the only cost to Southeastern for this project will be staff time.

L. Shedrick asked if the grant funds from Hinchey’s office can be applied as another grant’s matching funds; T. Killian is researching any potential restrictions on such usage; L. Shedrick also asked if the council plans to solicit funds for this project from the regional library systems; T. Killian explained that Southeastern will not make such a request.

G. Trask, noting the rigorous process required to receive grant funds from the state, asked if Southeastern plans to front the costs of this project; T. Killian confirmed that yes, this is a reimbursement grant, today’s ask includes the authorization to pay DERC pending the arrival of the grant award notice—but notes that no contracts will be signed or action taken until Southeastern has written confirmation that the grant is approved and that the funds are guaranteed.

A. Ashton asked if METRO’s DERC team has provided a letter of support for the proposed project. T. Killian confirms that yes, Southeastern has engaged that team about this project and has been provided a Scope of Work from DERC that outlines the deliverables for the project. DERC is ready to engage Southeastern with this project and a contract will be forthcoming when appropriate.

***G. Riario made a motion to authorize Southeastern to apply for the Digital Equity Technical Assistance grant. Seconded by E. Rubin. By unanimous vote the motion carried.***

Review the updated Digital Navigator budget

T. Killian briefed trustees on updates to the Digital Navigators of the Hudson Valley project budget, initially approved by the board in May, noting that State Senator Michelle Hinchey’s office contacted Southeastern to offer an additional \$45,000 grant toward funding the project.

These new funds were presented to trustees as an additional revenue source, alongside the Digital Navigators Reserves balance and previous Hinchey/Jacobson legislative grants, bringing the new revenue total to \$100,000. Trustees were provided with a breakdown of project expenses, including Navigator stipends, technology costs, marketing costs, focus groups, etc., as well as details on which grant/revenue source is earmarked toward which expense.

***E. Rubin made a motion to approve the revised Digital Navigators budget. Seconded by K. Lee. By unanimous vote the motion carried.***

Review the process for adopting changes to the Regional Inter-library Loan Code

Southeastern’s Resource Sharing and Cataloging Librarian, Kelsey Milner, presented to the Board of Trustees proposed changes to the Regional Inter-library Loan code, as drafted by the council’s Regional Inter-library Loan Advisory Committee.

This code, adapted from the American Library Associations’ own ILL code with changes pertinent to our region, regulates the exchange of material between member libraries in the

regional systems, including the public libraries in two public library systems, school libraries in five school library systems, and academic and special libraries in the Southeastern NY Library Resources Council.

Trustees were provided with the draft code, with changes highlighted to stand out from existing text; these changes are, in the majority, commonplace practices that have yet to be approved. The proposed draft is subject to an open comment period from regional stakeholders prior to being brought back to approving bodies at each library system and to Southeastern’s Board of Trustees for approval.

Trustees requested a simplified, bulleted summary statement of the proposed changes to help guide the process/debrief stakeholders; as well, the board requested information on the prior ILL code approval process, to assure consistency in the new code’s approval.

**Informational Items**

**Board of Trustee Lists and Committees:  
Contact Information, Terms of Office, Board Committees**

Trustees were provided the Board roster with contact information for each trustee and a spreadsheet detailing each trustee’s terms of office and eligibility for future service.

Trustees were briefed on Board committees and their charges and were asked to volunteer for service on committees and as liaisons to the council’s Advisory Committees.

T. Killian asked trustees to contact Southeastern’s Office Manager with any requested changes to their contract information or to volunteer for committee and liaison involvement.

**Annual Meeting evaluations**

Trustees were provided attendee evaluations from Southeastern’s 57<sup>th</sup> Annual Membership meeting, held Friday June 7<sup>th</sup> at Mount Saint Mary College. Responses were positive, with accolades for the venue, format, subject focus, and ease of attendance both in person and virtually (live YouTube stream).

Immediate Past President G. Trask praised Southeastern for running a smooth and seamless event; as President and venue host for the Annual Meeting, G. Trask had a behind-the-scenes view of the event and the council staff’s practiced efficiency.

**Letters for the 2023/2024 Audit:  
Planning and Scope Letter; Engagement Letter from RBT CPAs, LLP**

Trustees were provided copies of documents related to the 2023/2024 audit: the Planning and Scope Letter and the Engagement Letter from RBT CPAs, LLP.

T. Killian noted that the board approved RBT CPAs, LLP as the council’s auditor in May, as part of the Official Designations packet; as per best practices, a partner at the firm who is new to Southeastern will conduct the council’s audit. Audit fieldwork will be performed at Southeastern in September and the firm will report their findings to the board at the November meeting.

**Advisory Committee Reports**

Trustees were provided with meeting minutes from council Advisory Committees for the information. T. Killian noted that the Regional Inter-library Loan Committee minutes include

the results of the recent Southeastern Access to Libraries (SEAL) user survey.

Director's Report

T. Killian led a discussion of the Director's report, noting the following:

- Southeastern has received the expected State Aid funds, reflecting a 4.08% increase.
- The council's annual membership survey received 68 responses; the data collected on council offerings will inform future services and our Annual Report to the state.
- Council staff undertook CPR training from the New Paltz Rescue Squad, and all received certification.
- T. Killian and Southeastern's Education and Outreach Librarian Carolyn Bennett Glauda are continuing their member site visits.
- The new cohort of Digital Navigators numbers 26 people from regional libraries and community-based organizations.
- After a year of planning, the RDM Virtual Workshop, "Building Your Research Data Management Toolkit: Integrating RDM into Your Liaison Work" was held July 16-17.
- K. Milner and Southeastern's Digital Services Manager, Jen Palmentiero, continue work uploading and cataloging member collections.
- Southeastern's Hospital Library Program Director, Sarah Holsted, is working on resource renewal contracts and continues her work supporting the VITAL program.
- Southeastern's Finance Manager, Liz Gurdin, is staying active in renewing the council's maturing Certificates of Deposit, as well as highlighting new opportunities to invest; requests for pertinent board resolutions are forthcoming.

Good of the Order

G. Trask shared that a friend of the council, Denise Garofalo, is retiring from her role as the Librarian for Systems and Catalog Services at Mount Saint Mary College.

L. Shedrick shared that the Mid-Hudson Library System has combined some legacy documents into a revised Memorandum of Understanding between the system and its member libraries; as well, MHLS is working on a 'Path to Membership' document, detailing rights and responsibilities related to membership with the system.

Adjournment

***G. Riario adjourned the Board of Trustees meeting at 10:45am.***

Respectfully Submitted,

DocuSigned by:  
*Grace Riario*  
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Grace Riario, Vice-President  
8/1/2024