



**Southeastern New York Library Resources Council
Minutes of the Board of Trustees Meeting
Conducted via Zoom and in person at Southeastern on September 19, 2024**

Board Members Present	Mary Jo Russell, Grace Riario, Ellen Rubin, Laurie Shedrick, Gina Trask, Josephine Bloodgood, Kristy Lee, Andy Ashton, Kim Hooper, Floyd Lattin, Kirsten Carter, Beth Zambito, Becky Albitz
Board Members Absent	—
Representing Southeastern	Executive Director Tessa Killian, Finance Manager Liz Gurdin, Hospital Library Program Services Manager Sarah Holsted
Call to Order	<i>President B. Albitz called the meeting to order at 9:32am.</i>
Approval of the Agenda	B. Albitz requested approval of the meeting agenda. Trustees proposed no adjustments.
Approval of Minutes from July 18, 2024 and July 23, 2024	The minutes of the July 18, 2024 meeting were presented to the Board of Trustees. <i>The minutes were entered into the record as presented.</i> The minutes of the July 23, 2024 Executive Committee meeting were presented to the Board of Trustees. <i>The minutes were entered into the record as presented.</i>

New Business	
Fiscal Report for July and August 2024	
Board Treasurer E. Rubin introduced the fiscal report for July and August 2024.	
G. Trask inquired about the difference between membership dues received this time last year, a higher figure than is reported today; L. Gurdin explained that last year, some members paid their dues early and that the council is currently on track, with received dues as expected/typical for this time of the fiscal year.	
<i>The fiscal reports were filed as presented.</i>	
Resolutions to open a Savings Account and Certificates of Deposit	
<i>G. Trask made a motion to approve the resolutions to open a savings account and a certificate of deposit at Sawyer Savings Bank at the best rate available. Seconded by E. Rubin.</i>	
Finance Manager Liz Gurdin noted a change to the provided resolutions, adjusting the specific annual percentage yield rates listed to “the best available rate,” as these rates are subject to changes pending an expected federal update.	
L. Shedrick requests that trustees be informed once the final terms and rates have been finalized.	

B. Albitz called the question. By unanimous vote the motion carried.

E. Rubin made a motion to approve the resolutions to open a certificate of deposit at Rhinebeck Bank, at the best rate available. Seconded by L. Shedrick.

T. Killian noted that the CD at Rhinebeck Bank will be for a 24-month term.

B. Albitz called the question. By unanimous vote the motion carried.

Review and approve a policy to offer staff optional TPA coverage through payroll deductions

K. Lee made a motion to approve a policy to offer staff optional TPA coverage through payroll deductions. Seconded by G. Trask.

T. Killian briefed trustees on the proposed policy, noting the following:

- Today’s proposal is to offer staff the opportunity to enroll in third-party benefit offerings through the council’s payroll company, utilizing payroll deductions for staff convenience (versus staff paying costs out of pocket in the marketplace).
- Southeastern opted to provide this opportunity in this manner as the council is too small of an organization to meet the required enrollment numbers to offer these benefits directly.
- Southeastern’s legal counsel, Stephanie Adams, drafted the proposed policy.

Trustees suggested amending the policy draft to remove most of the top matter (the “Background” piece), to leave in place the two short paragraphs immediately preceding the “Policy” section, for context.

B. Albitz called the question to approve the proposed policy as amended. By unanimous vote the motion carried.

Presentation on the Annual Member Survey results

Hospital Library Program Services Manager Sarah Holsted presented the results of the annual member survey to trustees.

The goal of the annual survey is to provide council staff with feedback to plan and adapt programs and services, provide longitudinal data for strategic planning, and to fulfill reporting requirements for the council’s five-year plan of service. Data was collected via Google form for the period spanning May 1st to July 1st, 2024. This year’s survey received 69 responses from the membership. Some metrics included in the survey questions included value of Southeastern services to members, member plans and priorities, member interest in professional development subjects, and member suggestions for areas of focus for the council.

L. Shedrick noted that the regional library systems may have access to further data from their own members, which may be usefully incorporated into next year’s survey.

Trustees expressed appreciation for S. Holsted’s presentation format and the data selected to be shared.

<p>Review and approve the Annual Report for 3Rs Library Systems (July 1, 2023 – June 30, 2024) New York State Library, Division of Library Development</p>
<p>G. Riario made a motion to approve the Annual Report for 3Rs Library Systems (July 1, 2023 – June 30, 2024). Seconded by M.J. Russell.</p> <p>T. Killian lead the discussion of the Annual Report for 3Rs Library Systems, noting the following:</p> <ul style="list-style-type: none"> • This is the report that the council is required to submit to the state as part of the plan of service (this being year three of the current five-year plan). • The state requires that trustees review and approve the included data. • Value statements data from the annual member survey are included. • Revenue/expenditures/state funding categories are included. • Next year’s state aid is dependent on submission and approval of the annual report. <p>A. Ashton inquired if the state ever comes back with feedback or questions; T. Killian confirms that yes, the state asks clarifying questions as appropriate, generally a month or two after submission.</p> <p>G. Trask noted a repeating note that seems out of place; T. Killian noted that the online platform has some bugs. Prior to submission, T. Kilian and L. Gurdin will make sure that all is correctly in place.</p> <p>B. Albitz called the question. By unanimous vote the motion carried.</p>
<p>Conflict of Interest Policy/Disclosure Statement</p>
<p>T. Killian briefed trustees on the annual conflict of interest policy review and required disclosure statement. Office Manager Moshe Siegel will send trustees DocuSign forms following today’s meeting.</p>
<p>Informational Items</p>
<p>Advisory Committee Reports: HLSP, EDI</p>
<p>Trustees were provided with meeting minutes from council Advisory Committees, for their information.</p> <p>M.J. Russell, on behalf of the Hospital Library Services Program Committee, shared information on a decrease in journal usage—including, surprisingly, the “New England Journal of Medicine,” a traditionally popular journal—and an increase in eBooks usage. The committee will continue to track usage statistics to guide future resource allocation. Regarding the Twila Snead Commitment to Excellence Award, which is awarded annually at Southeastern’s annual meeting, the HLSP committee is working on language to add to the council’s website to add more context about Twila Snead and her contributions to the field, to better showcase why the award was established in her name.</p>
<p>Director’s Report</p>
<p>T. Killian led a discussion of the Director’s report, noting the following:</p> <ul style="list-style-type: none"> • RBT CPAs completed their audit fieldwork, led by new-to-Southeastern partner Jennifer George. The auditors will attend the November Board of Trustees meeting to present their findings. • Southeastern’s tenant, Child Find of America, has signed their renewed three-year


lease.

- The Fall cohort of Digital Navigators is open for applications, to begin training in October.
- Southeastern's parking lot repairs/sealcoating are completed.
- The council is awaiting word on the submitted Digital Equity Technical Assistance Program grant. As directed by the grant administrators, Southeastern amended its application to remove the RCLS project portion, as that bundled project was deemed more suitable for other grant funding sources. G. Trask requested that trustees be informed if the council receives word on the grant prior to the November Board meeting.
- The improved Empire ADC site went live on September 9th; Systems Manager Zachary Spalding undertook the large project of recreating the website in WordPress instead of Drupal and updated the indexing software that runs the site.
- Southeastern is hosting its second annual 'Apple Cider Donuts and Poster Session' on November 15th.
- The first session of the Academic Leadership series, focused on personal development, was held yesterday, with five more sessions to come. All are welcome to come, as the series is not limited to academic librarians.

Adjournment

F. Lattin made a motion to adjourn the Board of Trustees meeting at 10:52am. Seconded by E. Rubin. Motion carried.

Respectfully Submitted,

DocuSigned by:

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Beth Zambito, Secretary
9/26/2024