

**South Central Regional Library Council
Board Meeting
May 19, 2017
Houghton College, Houghton, NY**

Present:

Camille Andrews
Kate Dimitrova
Jill Dixon
Deborah Gagnon
Sarah Glogowski
Jean Jenkins
Mark Smith
David Stevick
Nicole Waskie-Laura

Excused:

Steven Bachman
Jim Galbraith
Gregg Kiehl
Charles O'Bryan

Staff:

Diane Capalongo
Danna Harris
Mary-Carol Lindbloom

Presiding. S. Glogowski called the meeting to order at 9:40 a.m.

Consent Agenda

DOC.#2017 – 45, 46, 47, 48. J. Jenkins would like “Jill Dixon, Deb Gagnon, Al Oliveras, and David Stevick were recused from the RBDB discussion to avoid conflicts of interest” added to the 3/31 meeting minutes. K. Dimitrova moved to approve with corrections; seconded by C. Andrews. Approved.

DOC.#2017 – 49, 50

March 2017 Bill Sheet #9 and Dashboard. J. Dixon moved to approve; seconded by M. Smith. Approved.

DOC.#2017 – 51, 52

April 2017 Bill Sheet #10 and Dashboard. N. Waskie-Laura moved to approve; seconded by K. Dimitrova. Approved.

DOC.#2017 - 53

2017-2018 Budget. Budget includes one-time \$1000 payment to staff rather than raises this year due to no budget increase from the state. K. Dimitrova asked about the ESLN dues change from \$10,000 to \$4,000; M. Lindbloom explained the changes happening with Empire State Digital Network (ESDN), resulting in METRO’s decision to invoice each Council \$6000 this year. As a result, ESLN dues dropped to \$4,000. NY Heritage website is being rebuilt. M. Smith would like to see use statistics for NY Heritage, thinking it would be helpful in making future decisions concerning digitizing program expenses. J. Dixon moved to approve; seconded by N. Waskie-Laura. Approved.

DOC.#2017 - 27

Internet Use Policy. D. Stevick moved to approve; seconded by M. Smith. Approved.

DOC.#2017 - 30

Room Rental Policy. D. Gagnon moved to approve; seconded by M. Smith. Approved.

DOC.#2017 - 41 **Records Retention Policy.** K. Dimitrova moved to approve; seconded by N. Waskie-Laura. Approved.

DOC.#2017 - 42 **Safe Deposit Box Statement.** Change “statement” to “policy”. M. Smith moved to approve with word change; seconded by J. Dixon. Approved.

Microfiche/film storage discussion: There is no archival climate control at Tompkins Trust Company so we should find appropriate storage. Call other banks? Should we digitize board documents and place in a repository? C. Andrews volunteered to investigate Cornell storage as a possibility.

DOC.#2017 - 43 **Membership Expectations.** C. Andrews moved to approve; M. Smith seconded. Approved.

DOC.#2017 - 44 **Statement on Executive Director's Ability to Move Funds Within the Approved Budget.** D. Gagnon moved to approve; seconded by D. Stevick. Approved.

DOC.#2017 - 55 **Investment Policy.** To be archived. K. Dimitrova moved to approve; seconded by N. Waskie-Laura. Approved.

DOC.#2017 – 56 **Resource Sharing Subsidy Policy.** K. Dimitrova moved to approve; seconded by C. Andrews. Approved.

DOC.#2017 - 57 **Statement on Procurement Standards, including Definition of a Capital Expenditure.** C. Andrews moved to approve; seconded by K. Dimitrova. Approved.

DOC.#2017 - 58 **Special Funds Policy.** N. Waskie-Laura moved to approve; seconded by K. Dimitrova. Approved.

DOC.#2017 - 59 **Year-end Balance Policy.** D. Stevick moved to approve; seconded by J. Dixon. Approved.

DOC.#2017 - 60 **Drug-Free Workplace Policy.** J. Dixon moved to approve; seconded by C. Andrews. Approved.

DOC.#2017 – 61 **Conflict of Interest Policy.** M. Smith moved to approve; seconded by J. Dixon. Approved.

Nominating & Board Development Committee Report. S. Glogowski will set up committee meeting to discuss replacement board members. A. Oliveras’ seat will be held by someone from STLS. K. Dimitrova’s final meeting is today; D. Gagnon may know of someone willing to replace her. We still need a replacement for S. LeBlanc. Terms expiring at the end

of 2017: D. Gagnon, G. Kiehl (has been finishing L. Chabot's term and can run for his first full term), S. Bachman, M. Smith (indicated he would like to stay for another term).

We need a new board secretary as a result of A. Oliveras resignation; S. Glogowski will reach out to those not present.

D. Gagnon mentioned the need for a treasurer at the end of her term in December.

Adjournment. Motion to adjourn was made by K. Dimitrova; seconded by J. Dixon.

Meeting was adjourned at 11:18 a.m.

Next meeting will be on **Thursday, July 20, 2017, at Wells College, Louis Jefferson Long Library, Houghton, 9:30 a.m.**

Respectfully Submitted,

Sarah Glogowski, President & Acting Secretary