

**South Central Regional Library Council
Board Meeting, Online
February 1, 2025
Minutes**

Present:

Megan Biddle
Gaby Castro Gessner
Kristin Dade
Sarah Glogowski
Kirsten Gosch
Erika Jenns
Margaret Kappanadze
Hugh McHarg
Mary Ann Munroe
Matthew Roslund
David Schuster
David Stevick
Brian Sullivan
Karin Wikoff

Excused:

Julia Iannello

Staff:

Diane Capalongo
Danna Harris
Mary-Carol Lindbloom

Presiding. President M. Biddle called the meeting to order at 9:31 a.m.

DOC.#2025 – 01, 02, 03

Consent Agenda. A motion to approve the Consent Agenda was made by M. Munroe; seconded by K. Dade. Approved.

DOC.#2025 – 04

Trustees' Annual Ethics Resolution. M. Roslund read the Ethics Resolution and members were instructed to sign the form and return to D. Capalongo. A motion to approve the Ethics Resolution was made by K. Wikoff, seconded by G. Castro Gessner. Approved

DOC.#2025 – 5

December 2024, Bill Sheet #6. S. Glogowski highlighted out of the ordinary expenses for December: NE Journal of Medicine and Ovid subscriptions, travel mileage expense, staff holiday lunch and gift cards, intern payment, Plan of Service Visioning facilitator fee, Medical Library Association member dues, Constant Contact subscription, and presenter gift cards. A motion to approved the December Bill Sheet was made by S. Glogowski, seconded by E. Jenns. Approved.

Board Committee Assignments. H. McHarg and K. Gosch volunteered for the Planning & Purpose Committee. K. Dade agreed to stay on the Personnel Committee. D. Stevick will withdraw from the Finance & Audit Committee and join the Nominating & Development Committee. H. McHarg will also join the Finance & Audit Committee.

DOC.#2025 – 06

Charitable Contributions Policy. A motion to approve was made by D. Schuster, seconded by M. Roslund. Approved.

- DOC.#2025 – 07** **Continuing Education Policy.** A motion to approve was made by M. Kappanadze, seconded by K. Wikoff. Approved.
- DOC.#2025 – 08** **Privacy Policy.** This policy was tabled to send back to Stephanie Cole Adams, PLLC with questions regarding tracking websites, using AI Companion, plus third-party vendors and/or third-party plug-ins.
- DOC.#2025 - 09** **Statement on Procurement Standards, w/Definition of a Capital Expenditure.** A motion to approve was made by M. Kappanadze, seconded by K. Dade. Approved.
- DOC.#2025 - 10** **Whistleblower Policy.** A motion to approve the Bylaws Committee recommendation was made by M. Roslund, seconded by E. Jenns. Approved.
- DOC.#2025 - 11** **Participation in SCRLC’s Digitization Program Policy.** A motion to approve the Personnel Committee recommendation was made by M. Kappanadze, seconded G. Castro Gessner. Approved.
- SCRLC Internship.** M-C Lindbloom did an exit interview with Allison Gonzales, our fall intern. Allison feels the fall is the best time for internships because there is a lot going on at the Council (Board retreat, annual meeting, etc.). She now has a good sense of what a library system is and the exposure to so many types of libraries was educational. Board members expressed that it was nice to have a student’s perspective and that it is important to provide this kind of experience to an LIS intern.
- May Meeting.** The May 16th meeting will be in person hosted by David Stevick at Houghton University.
- Bibliographic & Referral Center (BARC).** Tompkins Cortland Community College cannot continue offering BARC due to staffing issues so we will need a different solution for the service. STLS and 4CLS are the main users and is an important resource for them. The Board suggested sending out an RFP with the hope we will get a service provider.
- DOC.#2025 - 12** **Executive Director’s Report.** The Baker & Taylor annual report software is still buggy and the State Library is just starting to review annual reports. We need to rely on state recommendations concerning DEI, which are to carry on as usual. Our lawyer is reviewing Executive Orders and how they affect libraries. DLD was audited by OGS and reminds us to keep very good records for everything. Future annual reports are expected to be even more granular. Region 7 NIH trainings have all been cancelled due to current events; we will advertise Citizen Science kits for distribution to members who are interested. Seeking funds from the Upstate Caucasus are on hold for this year. The Office of Cultural Education is hoping for an increased real estate fee. This fee, which is charged when deeds and mortgages on home sales are recorded, hasn’t increased in over 20 years. It would go from \$15 to \$35.

The alternative is to request \$12M from the legislature in “General Funds.”

We need to form a task force to review the Top Ten Risk Management Exercises from Ask the Lawyer. K. Wikoff, E. Jenns, M. Biddle, and H. McHarg volunteered to review and present at the next meeting. There will be a webinar soon to address the current immigration issues.

Adjournment. A motion to adjourn was made by K. Wikoff and seconded by K. Dade. The meeting adjourned at 10:46 a.m.

Respectfully Submitted,

Matthew Roslund, Board Secretary