

**South Central Regional Library Council  
Board Meeting  
March 31, 2017  
SCRLC, Ithaca, NY**

**Present:**

Camille Andrews  
Steven Bachman (left at 11:00)  
Kate Dimitrova (left at 10:47)  
Jill Dixon  
Deborah Gagnon  
Jim Galbraith (arrived 9:55)  
Jean Jenkins  
Gregg Kiehl  
Charles O'Bryan (left at 10:42)  
Al Oliveras  
David Stevick  
Nicole Waskie-Laura

**Excused:**

Sarah Glogowski  
Mark Smith

**Staff:**

Diane Capalongo  
Danna Harris  
Mary-Carol Lindbloom

**Presiding.** J. Jenkins called the meeting to order at 9:34 a.m.

**Consent Agenda**

**DOC.#2017 – 15, 16, 17.** J. Dixon requested that we pull the following policies from the agenda because they are not ready for approval: Room Rental, Records Retention, Safe Deposit Box Statement, Statement of Membership Expectations, and Statement on Executive Director's Ability to Move Funds Within the Approved Budget. The date on the agenda needs to be corrected to March 31. J. Dixon moved to approve with changes; seconded by N. Waskie-Laura. Approved.

**DOC.#2017 – 18, 19**

**January 2017 Bill Sheet #7 and Dashboard.** G. Kiehl moved to approve; seconded by J. Dixon. Approved.

**DOC.#2017 – 20, 21**

**February 2017 Bill Sheet #8 and Dashboard.** D. Harris noted that there are a number of odd entries this month due to HLSP year-end adjusting entries. C. O'Bryan asked about the car; MC Lindbloom stated that the car is doing well but is logging many miles and we should think about replacing it next year. G. Kiehl moved to approve; seconded by J. Dixon. Approved

**RBDB Application Discussion & Approval.** J. Jenkins invited J. Corrice to join the meeting for this discussion. Jill Dixon, Deb Gagnon, Al Oliveras, and David Stevick were recused from the RBDB discussion to avoid conflicts of interest. ACITS could not meet prior to the Board meeting. Generally, they review the recommendations of the outside review panel. MC Lindbloom said that an outside grant review panel is convened for objectivity and that it would be inappropriate for ACITS to

override the panel's recommendations anyway, so for the grants it was more important that the panel met. Board members agreed. J. Corrice joined the meeting at 9:45. S. Bachman stated that the review panel's notes were excellent and is prepared to approve all recommendations as a block; C. O'Bryan and K. Dimitrova agreed. C. O'Bryan moved to approve; seconded by S. Bachman. Approved.

**DOC.#2017 - 22**      **Personnel Committee Report.** C. Andrews moved to approve; seconded by J. Dixon. Approved.

**DOC.#2017 - 23**      **Bylaws & State Regulations Committee Report.** Policies have been reviewed and are being presented for approval, with more to follow at the next meeting. Policies to be archived: Moving Bank Accounts, Statement on Affiliate Membership, Resolution for Charter Amendment (1997 and 1982).

**DOC.#2017 - 24**      **Charitable Contributions Policy.** This policy has not changed significantly: minor grammar changes, it is posted on the website but needs to be added to the policy section of the Board Manual. D. Gagnon moved to approve; seconded by N. Waskie-Laura. Approved.

**DOC.#2017 - 25**      **Continuing Education Priority and Revenue.** Reviewed by MC Lindbloom and J. Philippe; combined two policies into one. J. Jenkins suggested changing "as possible" to "whenever possible" in the third paragraph. G. Kiehl moved to approve with wording change; seconded by C Andrews. Approved.

**DOC.#2017 - 26**      **Drug Free Workplace Policy.** Policy written in 1995; reviewed by the personnel committee and was changed significantly adding more details. A. Oliveras moved to approve; seconded by J. Galbraith. Approved.

**DOC.#2017 - 27**      **Internet Use Policy.** Policy written in 2009; reviewed by personnel committee. By-laws suggested that confidentiality be defined. Board members agreed. Policy will go back to the Personnel Committee first and then to the Bylaws Committee. Tabled until May meeting.

**DOC.#2017 - 28**      **Membership Dues Policy.** From 2004; being replaced by policy that was approved by the Board in 10/2016. Old policy will be archived. Add "Approved by Board of Trustees, 10/2016 to end of document. D. Capalongo will post new policy to website at the end of June.

**DOC.#2017 - 29**      **Policy for Historical Societies and Cultural Organizations.** Reviewed by MC Lindbloom and J. Corrice; updated to delete Tools of History info and add NY Heritage, DPLA, ESDN information. C. O'Bryan suggested that all acronyms be defined at first use within the document. C. O'Bryan moved to approve with changes; seconded by D. Gagnon. Approved.

**DOC.#2017 – 30**      **Room Rental Policy.** Tabled until May meeting.

- DOC.#2017 - 31**      **Grant Funds Policy.** Reviewed by MC Lindbloom; merger of three policies. J. Galbraith moved to approve; seconded by D. Gagnon. Approved.
- DOC.#2017 - 32**      **Whistleblower Policy.** This policy is currently in the employee handbook and needs to be added to the Policy page in Board Manual. Bylaws committee commented that a procedure statement concerning employee issues with the executive director needs to be included in this policy. Add text provided by S. Bachman: “Such reports should be directed to the Executive Director unless he/she is implicated in the complaint in which case the report should be directed to the President of the Board of Directors.” D. Gagnon moved to approve with change; seconded by J. Galbraith. Approved.
- DOC.#2017 - 39**      **Statement of Purpose.** From 1996; new text comes directly from the new Plan of Service. “Research” needs to be changed to “regional” in the second paragraph. G. Kiehl moved to approve with change; seconded by N. Waskie-Laura. Approved.
- DOC.#2017 - 40**      **Conflict of Interest Policy.** Reviewed by Bylaws Committee. Added paragraph about subsequent disclosure if changes arise after initial yearly signing. Conflict is clearly defined in the policy so bylaws do not have to be changed. J. Jenkins suggested putting all defined terms at the beginning of the document. Form was not the correct form and has been replaced with most recent form. J. Galbraith moved to approve with changes; seconded by C. Andrews. Approved.
- DOC.#2017 – 41**      **Records Retention Policy.** Tabled until May meeting to gather further information.
- DOC.#2017 – 42**      **Safe Deposit Box Statement.** Tabled until May meeting due to time.
- DOC.#2017 – 43**      **Statement of Membership Expectations.** Tabled until May meeting. Needs Bylaws Committee review.
- DOC.#2017 - 44**      **Statement on Executive Director’s Ability to Move Funds Within the Approved Budget.** Tabled until May meeting. Needs Bylaws Committee review.
- Nominating & Board Development Committee Report.** Board retreat/meeting has been moved to July 20 concentrating on some aspect of diversity and will be held at Wells College. Need to start looking for 4 board member replacements. S. LeBlanc’s seat is vacant, K. Dimitrova’s and A. Oliveras’ seats will be vacant shortly; D. Gagnon’s term ends in December.

**Executive Director's Report.** M. Lindbloom will submit a 1 year extension for the IMLS D4L grant to field test work with WebJunction and would like to conclude the project by the beginning of December.

**Advisory Committees Minutes.** J. Galbraith noted that CMOG has joined forces with other southern tier arts organizations and libraries to advocate for IMLS, arts, and library funding. He will forward copies of letters they sent for their campaign. C. Andrews noted that Cornell's new University President will start in April--not the University Librarian.

**Adjournment.** Motion to adjourn was made by J. Galbraith; seconded by J. Dixon.

Meeting was adjourned at 11:18 a.m.

Next meeting will be on **Friday, May 19, 2017, at Houghton College, Willard J. Houghton Library, Houghton, 9:30 a.m.**

Respectfully Submitted,

Al Oliveras, Secretary