

**South Central Regional Library Council
Board Meeting
September 22, 2017
Scholes Library, Alfred University, Alfred, NY**

Present:

Camille Andrews
Steve Bachman
Keturah Cappadonia
Jill Dixon
Deborah Gagnon
Jim Galbraith (joined at 9:35, left 11:03)
Sarah Glogowski
Jean Jenkins
Gregg Kiehl
Charles O’Bryan (left at 10:26)
Mark Smith
David Stevick
Nicole Waskie-Laura

Excused:

Staff:

Diane Capalongo
Danna Harris
Mary-Carol Lindbloom

Presiding. S. Glogowski called the meeting to order at 9:31 a.m. Welcome to new board member Keturah Cappadonia.

Consent Agenda

DOC.#2017 – 74,75. Doc.#2017-75 Board minutes were pulled to add that the personnel committee was asked to develop Paid Family Leave language for the employee handbook. C. O’Bryan moved to approve the consent agenda with the amendment; J. Jenkins seconded. Approved with amendment.

President’s Report. S. Glogowski just returned from the Association for Rural and Small Libraries Conference in Utah. An excellent conference, great for networking with other small library directors. Excellent presentations including role playing on board issues and challenges, technology training, and children’s programs.

DOC.#2017 – 77, 78, 79

Nominating & Board Development Committee Report. The committee continues to seek candidates to fill the two vacant non-librarian positions. M-C. Lindbloom sent a Trustee job description to the Diversity Consortium of Tompkins County and the Human Services Coalition listservs as well as to Andrew Marietta to circulate via NYCON channels. S. Glogowski will reach out again to a Cornell person possibly interested. J. Corrice suggested to M-C Lindbloom that our historical organizations might be another possibility. D. Gagnon suggested reaching out to the Leadership programs in each of the 14 counties in our region. S. Glogowski will reach out. M. Smith agreed to stay on the board for another term. Cindy Buerkle from DCMO BOCES has agreed to join. She expects to attend the October meeting. Four County Library System will

have a new representative beginning in January to be included on the slate for membership approval. An academic member is also needed to replace Gregg Kiehl, who will not run for a full term. S. Glogowski will contact some possible candidates. M. Smith moved to approve the Board appointments of Keturah Cappadonia and Cindy Buerkle to be approved by the membership at the October Annual Meeting. Seconded by J. Jenkins. Approved.

DOC.#2017 – 80, 81 July 2017 Bill Sheet #1 and Dashboard. G. Kiehl moved to approve; seconded by J. Dixon. Approved.

DOC.#2017 – 82, 83 August 2017 Bill Sheet #2 and Dashboard. J. Dixon moved to approve; seconded by J. Jenkins. Approved.

DOC.#2017 – 84 Bylaws Committee Report-Privacy Policy. M-C. Lindbloom explained the need for a privacy policy is one of the changes needed due to Paychex incorrectly profiling our online payment system as in-store/telephone rather than e-commerce. This resulted in a scammer running credit cards through our registrations and donations. Although no members' information was compromised (we do not store credit card or personal information), the Council incurred expenses from the attempts and having to refund. We will seek reimbursement from Paychex and Elavon.

Corrections and edits to be made to the Policy: change “Sharing Your Personal Information with Third Parties Entities” to “Sharing Your Personal Information with Third Party Entities; and an “and” before US Law in “Your use of this website constitutes your agreement to have your information processed in the United States in accordance with this policy US Law.” Under the IRS W9 Forms section, change text to reflect that the forms are scanned and stored electronically on a password protected computer and all paper copies are shredded. Under Credit Card Information section, change “retrain” to “retain”.

D. Gagnon moved to approve with the above adjustments; seconded by N. Waskie-Laura. Approved.

DOC.#2017 – 92, 93 Personnel Committee Report. The committee met earlier this week and J. Galbraith was elected committee chair. Additions to the *Employee Handbook* include a diversity, equity, inclusion statement and Family Paid Leave language (times are not stated because they will be changing over the next few years). The Bylaws Committee will meet to develop a diversity statement for the bylaws which will be presented to the membership for approval in October.

D. Gagnon moved to approve Employee Handbook changes; seconded by D. Stevick. Approved.

DOC.#2017-85

2017 RBDB Application and Rubric. RBDB is a calendar year program, which the board approves in December. Funds are received between July and September. M-C. Lindbloom would like to draw from our cash reserve to give partial funding (90%) to grantees at the beginning of the grant period enabling them to begin their projects in a timely manner. The remaining 10% would be issued upon receipt of their interim report and after RBDB funds arrive. D. Gagnon said that Wells College had funding issues this past year with their RBDB grant and this approach would have prevented that. C. Andrews moved to approve the RBDB application and funding plan; seconded by J. Jenkins. Approved.

DOC.#2017-86

Big Flats Historical Society & Museum Membership Application. D. Gagnon moved to approve; seconded by N. Waskie-Laura. Approved.

DOC.#2017-91

Annual Report 2016-2017. This was the first year reporting under our new Plan of Service so many items had to be revised. We no longer report on members' ILL stats--only BARC. AskUs 24/7 use is down; CE attendance is down as are other 3Rs Councils CE programs; digitizing participation increased. J. Dixon's title has changed as has C. Andrews; they will send M-C. Lindbloom an email with new titles. The membership annual report is in production to be ready for distribution at the annual meeting. G. Kiehl moved to approve; seconded by J. Dixon. Approved.

Board Retreat Discussion. The Board retreat did not meet any of the 4 respondents' expectations. Maybe having it the day after a full day summit/conference is not the best timing. M. Smith questioned if the retreats are for board development or for looking ahead to future issues and what the Board can do for SCRLC members. S. Glogowski would like to see more visionary, looking forward type of retreats. Best retreat has been David Lankes which was a moderator/facilitator type meeting. Maybe explore how different types of libraries can work together or pick a library type and explore member relationships that way. J. Dixon suggested looking for topics to explore in our Plan of Service. M-C Lindbloom mentioned the idea of institutional repositories and the exploration of these. Please respond to the survey to express what you would like board retreats to be in the future.

DOC.#2017-87

IMLS D4L Interim Report. Currently, there are 150 people working through the modules via WebJunction.

DOC.#2017-88

2016 RBDB Final Reports. J. Galbraith: the CMoG grant enabled the Rakow Library and the Elmira Historical Society to digitize the Thatcher Glass collection. They were also able to hire student interns from Elmira College and Cayuga Community College to work on the project. D. Gagnon: Wells College project digitized Emily Howland papers and anti-suffrage materials. They also were able to hire student interns and one of them has decided to become a librarian as a result of her work on the project and the library is grateful for the opportunity to purchase a top line

scanner. Many kudos to Julia for her assistance to everyone on all the grants.

DOC.#2017-89

Executive Director's Report. Updates: Laura Osterhout has been appointed Director of RRLC and Marc Wildman started as Director of CLRC September 11th.

The annual meeting will be at the Seneca Falls Country Club. Keynotes are curators of J. Corrice's traveling exhibition project and we will have Old Songs performing through narrative and song about suffrage.

DOC.#2017-73

Advisory Committee Minutes.

- HLSP: J. Jenkins reported that this committee has decided to add an academic member to their roster to bring in a different perspective.
- There will be an All-Advisory Committees meeting on 11/16 with keynote Miguel Figueroa from ALA's Center for the Future of Libraries.

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

Meeting was adjourned at 11:23 a.m.

Next meeting will be on **Friday, October 27, 2017, Seneca Falls Country Club after the Annual Meeting, 2:00 p.m.**

Respectfully Submitted,

Jean Jenkins, Acting Secretary