

South Central Regional Library Council  
Board Meeting  
December 14, 2018  
SCRLC, Ithaca, NY

**Present:**

Camille Andrews (arrived 10:26)  
Megan Biddle  
Cindy Buerkle (arrived 9:56)  
Jill Dixon  
Jim Galbraith  
Sarah Glogowski  
Carol Henderson (arrived 9:41)  
Jean Jenkins  
Mark Smith  
David Stevick  
Nicole Waskie-Laura

**Excused:**

Keturah Cappadonia  
Lyndsie Robinson

**Staff:**

Diane Capalongo  
Julia Corrice (for RBDB  
grants discussion)  
Danna Harris  
Mary-Carol Lindbloom

**Guest:**

Matt McSherry

**Presiding.** J. Dixon called the meeting to order at 9:33a.m.

**Consent Agenda**

**DOC.#2018 – 73, 74, 75.** J. Jenkins moved to approve the consent agenda; seconded by J. Galbraith. Approved.

**DOC.#2018 – 77**

**2017-2018 Independent Auditor’s Report** – Matt McSherry reported that for the year ending June 30, 2018, SCRLC continued to maintain a strong financial position and a great liquid position in assets, as well. Port, Kashdin & McSherry issued an unmodified, unqualified opinion, which is the highest level of opinion that a CPA can deliver. M. McSherry felt that the Board should be pleased.

**DOC.#2018 - 78**

**IRS 990 2017.** M. Smith moved to accept the 2017 IRS 990 form as prepared and with edits to the text in Schedule O; seconded by D. Stevick. Accepted.

**DOC.#2018 – 79, 80**

**Budget Amendment and Summary.** C. Henderson moved to approve the Budget Amendment; seconded by S. Glogowski. Approved.

**DOC.#2018 - 81**

**RBDB 2019 Budget.** J. Jenkins moved to approve the 2019 RBDB Budget with one correction: change “RBDB/HLSP Librarian” to “Outreach Services Librarian”; seconded by S. Glogowski. Approved.

**DOC.#2018 – 82**

**September 2018 Bill Sheet #3.** S. Glogowski noted grants to member libraries, hospital library grants, Red Cross training and Treman Center rental fee for the Annual Meeting as out of the ordinary expenses. N. Waskie-Laura moved to approve; seconded by C. Henderson. Approved.

**DOC.#2018 – 83**

**October 2018 Bill Sheet #4.** S. Glogowski noted the grants to member

libraries, NYLA conference and Camp Finance as out of the ordinary expenses. J. Jenkins moved to approve; seconded by J. Galbraith. Approved.

**DOC.#2018 – 91**      **November 2018 Bill Sheet #5.** S. Glogowski noted the grants to member libraries, hospital library grants, Binghamton University grant, D. Harris phone reimbursement, NYLA and UNYOC attendance expenses as out of the ordinary expenses. C. Henderson moved to approve; seconded by J. Dixon. Approved.

**DOC.#2018 – 85**      **Employee Handbook Changes.** Motion to approve the addition of the eight page sexual harassment policy to the *Employee Handbook* section 4.05 with proper contact information inserted and the complaint form added to the Appendix (A.01) in the Procedures section and linked from section 4.05. M. Smith moved to approve; seconded by C. Buerkle. Approved.

**Nominating & Board Development Report.** F. Colon, J. Galbraith, F. Patrick and N. Waskie-Laura were elected to the Board at the October Annual Meeting. We have not been able to fill our second non-librarian position. M-C Lindbloom has contacted Leadership Tompkins and she will forward our trustee job description to them to circulate among their participants.

**2019 Slate of Officers.** President – J. Galbraith; Vice President – M. Smith; Treasurer – S. Glogowski; Secretary – N. Waskie-Laura.

C. Buerkle moved to approve this slate of officers; seconded by C. Henderson. Approved.

**DOC.#2018 - 86**      **Candor Library Affiliate Membership Application Approval.** J. Jenkins moved to approve the Candor Library membership application; seconded by N. Waskie-Laura. Approved.

**DOC.#2018 - 87**      **Resource Sharing Subsidy.** Motion to approved RS Advisory Committee recommendations for awarding RS subsidies, i.e., capping requests at 1,000 (all applications received had lending volumes under 1,000). Buerkle moved to approve; seconded by J. Galbraith. S. Glogowski, J. Jenkins, and C. Henderson abstained because they would be subsidy recipients. Approved.

**DOC.#2018 - 88**      **RBDB 2019 Applications.** Recused: S. Glogowski and C. Henderson; J. Corrice joined the meeting for this discussion. We received a number of excellent grant applications; the outside review panel recommended finding more money, which has been achieved via a budget amendment. The SCRLC region is under-represented in NYS Historic Newspapers, so want to support more newspaper digitization projects. Applicants not receiving full funding would be encouraged to apply for a continuation grant next year. Motion to approve 2019 RBDB grants/funding as

recommended by the outside review panel was made by M. Smith, seconded by J. Galbraith. Approved.

**Discussion Section.**

**Executive Committee Authority.** The Executive Committee can approve business in accordance with Bylaws Section 7.1.1. Actions taken can be added to next Board agenda/documents as informational.

**Open Space Technology Program Follow-up.** Documents sent by C. Henderson included action steps. How do we follow through on them? Carol's document, the board retreat document, and all-committee notes will be discussed further in January. Many steps can be delegated to the appropriate advisory committee, some may be handed to the board, and others will possibly not be incorporated.

**Bystander Intervention & Implicit Bias Workshop.** F. Colon may be sending documents to share with participants. Small group discussions and role-playing scenarios were useful and eye opening. Information gleaned from the workshop will be added to the DEI LibGuide. Brian Hildreth, chair of the AAA committee, suggested that the DEI task group become an advisory committee. C. Henderson suggested that additional workshops be presented to explore DEI more thoroughly and on a continuing basis.

**DOC.#2018 - 89**

**Executive Director's Report.** The All Committee meeting small group discussions focused on CE and "guppy tank" exploration. One idea: Offer two types of grants—one for digitization and another for innovation grants that may fall outside of RBDB guidelines (CLRC and RRLC do this). Possible stipulation to grants could be that programs/information created would be shared with members and could be replicated by them. Possibly look at ideas that would be attractive to legislators. The Resource Sharing Advisory Committee recommended collecting ILL statistics only when necessary, e.g., for determining resource sharing subsidies, since they are no longer required by the State Library. If we need to know regional trends, we can survey. The Board agreed with RSAC.

**Adjournment.** Motion to adjourn was made by C. Buerkle; seconded by J. Jenkins. Approved.

Meeting was adjourned at 11:53 a.m.

Next meeting will be on **Friday, January 25, 2019, 9:30 a.m. at the SCRLC office.**

Respectfully Submitted,

Nicole Waskie-Laura, Secretary