



## NYLA Council Meeting Minutes

Thursday, March 17, 2022

3:00 PM to 4:30 PM

via Web Conference

NYLA President, Beth Merkle Presiding

### In Attendance:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Beth Merkle, <i>President</i>                      | <input checked="" type="checkbox"/> Rosemarie Gatzek, <i>SMART President</i>               |
| <input checked="" type="checkbox"/> Barbara Stripling, <i>Immediate Past President</i> | <input checked="" type="checkbox"/> Dawn Pressimone, <i>SSL President</i>                  |
| <input checked="" type="checkbox"/> Kelly Harris, <i>Treasurer</i>                     | <input checked="" type="checkbox"/> Amanda Schiavulli, <i>YSS President</i>                |
| <input checked="" type="checkbox"/> Frank McKenna, <i>Treasurer-Elect</i>              | <input checked="" type="checkbox"/> Rebecca Budinger-Mulhearn, <i>Councilor-at-Large</i>   |
| <input checked="" type="checkbox"/> Cassie Guthrie, <i>ALA Chapter Councilor</i>       | <input checked="" type="checkbox"/> Kristina Graves, <i>Councilor-at-Large</i>             |
| <input checked="" type="checkbox"/> Kerstin Cruger, <i>FLS President</i>               | <input checked="" type="checkbox"/> Lisa Kropp, <i>Councilor-at-Large</i>                  |
| <input checked="" type="checkbox"/> Alana Mutum, <i>IDEAS President</i>                | <input checked="" type="checkbox"/> Laura Osterhout, <i>Councilor-at-Large</i>             |
| <input checked="" type="checkbox"/> Amanda Perrine, <i>LAMS Representative</i>         | <input checked="" type="checkbox"/> Ginger Tebo, <i>Councilor-at-Large</i>                 |
| <input checked="" type="checkbox"/> Jean Currie, <i>LTAS President</i>                 | <input checked="" type="checkbox"/> Simone Yearwood, <i>Councilor-at-Large</i>             |
| <input checked="" type="checkbox"/> Meg VanPatten, <i>PLS President</i>                | <input checked="" type="checkbox"/> AnnaLee Dragon, <i>Executive Director (ex-officio)</i> |

### Absent:

Arlene Laverde, *President-Elect*

Angela Hackstadt, *ASLS President*

Alexandra Mercado, *SCLA Representative*

### Guests:

Briana McNamee, *NYLA Director of Government Relations & Advocacy*

Christina Romeo, *NYLA Director of Communications & Member Engagement*

Mickey Cherry

### Council Meeting Agenda

#### 1. Welcome / Review of Agenda

NYLA President Beth Merkle called the meeting to order at 3:02pm and welcomed the group.

**MOTION I:** Motion to move into Executive Session to discuss a NYLA matter.

Made by: Beth Merkle    Seconded by Amanda Perrine

Approved unanimously. Moved into Executive Session at 3:03pm.

**MOTION II:** Motion to conclude Executive Session.

Made by: Cassie Guthrie    Seconded by Rebecca Budinger-Mulhearn

Approved unanimously. Concluded Executive Session at 3:12pm.

**MOTION III:** Motion to add Approval of Minutes from January 6 and February 3 NYLA Council Meetings to the agenda.

Made by: Meg Van Patten    Seconded by Frank McKenna

Approved unanimously.

#### 2. Approval of Minutes from March 9, 2022 Special NYLA Council Meeting

**MOTION I:** Motion to approve Minutes from March 9, 2022 NYLA Council Meeting as presented.

Made by: Rebecca Budinger-Mulhearn    Seconded by: Laura Osterhout  
Approved with minor change: SCLA Representative should be listed as Alexandra Mercado. Jean Currie and Beth Merkle abstained.

3. Approval of Minutes from February 3, 2022 NYLA Council Meeting

**MOTION I:** Motion to approve Minutes from February 3, 2022 NYLA Council Meeting as presented.

Made by: Lisa Kropp    Seconded by: Ginger Tebo

Approved with minor changes: under Treasurer's Report, it should read "Kelly Harris reviewed the most *recent* financial reports," two small grammar/style changes. Kristina Graves abstained.

4. Approval of Minutes from January 6, 2022 NYLA Council Meeting

**MOTION I:** Motion to approve Minutes from January 6, 2022 NYLA Council Meeting as presented.

Made by: Jean Currie    Seconded by: Alana Mutum

Approved unanimously with minor style changes.

5. Treasurer's Report

Capital CFO ran the financial reports through the end of January 2022, but a lot of activity has occurred in February, and so it was not an accurate representation of where we are. Capital CFO was having issues running the reports through the end of February, so there are no reports for this meeting. If issues are resolved and reports become available between meetings, Kelly Harris will forward them to Council.

6. President's Report

Beth Merkle reported on her activities, which involved a lot of committee work. She attended committee meetings for the following groups: Continuing Education, Conference Curators, Communications, Membership, Intellectual Freedom, Civil Service, Balance Budget Task Force, as well as working with AnnaLee Dragon, the NYLA Executive Committee, and NYLA staff. Beth traveled to Albany and worked with SEFCU to get AnnaLee added to the bank account. Beth will focus on work with Awards Committee and Conference, as well as the upcoming NYLA budget.

7. Executive Director's Report

AnnaLee Dragon submitted her written reports to the group in advance, covering an update on her activities since starting work on February 14, 2022. One notable change is the Council Meeting calendar. AnnaLee shared that she would move to having only 2 in-person meetings of Council moving forward, one in August at headquarters and one at conference. This is a cost-savings measure, but also removes a barrier for membership from around the state to participate in Council roles, by requiring fewer trips to Albany each year. AnnaLee noted an update that the Membership Services Coordinator position has been filled by Julie Brannon who will begin her work on Monday, April 4, 2022. An offer has been made to a candidate for the Institutional Events Manager position, and NYLA is awaiting a response.

8. Legislative Report

NYLA Director of Government Relations & Advocacy, Briana McNamee, reviewed recent activities and addressed questions relative to the NYS FY22-23 Budget.

9. Unfinished Business

- a. NYLA Committee Reauthorizations [action anticipated]

1. NYLA Personnel Committee

Charge: The Committee shall regularly review personnel policies and the Personnel Handbook for compliance with applicable federal and state statutes, state regulations, and best practice, develop new policies as appropriate, and submit recommended policies and policy revisions to Council for approval. The Personnel Policy Committee does not oversee the evaluation of Association employees.

Composition: The President shall recommend for appointment, by resolution submitted to and adopted by the majority of the Entire Council, the membership of the Personnel Policy Committee.

**Ex-Officio Members:**

AnnaLee Dragon, Executive Director  
Beth Merkle, President  
Arlene Laverde, President-Elect

**Appointments (terms expire 11/1/2024):**

Nancy Howe, Baldwinsville Public Library (chair)  
Sheryl Knab, Western New York Regional Library Council  
Kelly Yim, New York Public Library  
Katie Bertrand, Monroe #1 BOCES

**MOTION V:** Motion to approve the composition of NYLA's Personnel Committee as presented.

Made by: Cassie Guthrie                      Seconded by: Kelly Harris

Approved unanimously.

2. NYLA Audit & Finance Committee

Charge: The Audit & Finance Committee shall oversee all audits and the overall fiscal affairs of the Association and serve as the investment advisor. The Committee shall develop a budget for approval by the Council; propose policies governing the finances of the Association for adoption by the Council; and endeavor to assure that all the Association's institutional funds are deposited, invested, and withdrawn in a manner consistent with all applicable statutes, regulations, and contractual obligations, if any. The Committee shall assure that proper federal and state compliance and tax filings are submitted, and that any taxes due have been paid or, otherwise, addressed. It shall periodically review the Association's internal and financial controls, and the adequacy of the Association's insurance coverage. It shall also assure that proper policies and procedures are in place to ensure that all newly received and annually submitted Conflict of Interest Disclosure Statements, and any case-specific Related Party Transaction reports, together with the minutes of any related meetings, are promptly provided to the Chair of the Committee and shall subsequently see to it that they are properly considered for auditing purposes.

Composition: The Audit & Finance Committee shall consist of the Treasurer, Treasurer-Elect, and three Councilors representing the library community to be appointed by the Council upon the President's nomination. The Treasurer shall serve as Chair of the Committee. The Executive Director shall serve as Secretary and is an ex-officio, nonvoting member. If the Executive Director cannot attend, the Treasurer-Elect shall serve as the Secretary for any meeting.

Kelly Harris, Treasurer (Chair)  
Frank McKenna, Treasurer Elect  
AnnaLee Dragon, Executive Director (ex-officio)  
At-Large Appointments (terms expire 11/1/2024):  
Laura Osterhout, Academic Councilor-at-Large

Amanda Perrine, LAMS Representative  
Jean Currie, LTAS Representative

**MOTION V:** Motion to approve the composition of NYLA's Finance & Audit Committee as presented.

Made by: Meg Van Patten      Seconded by: Rebecca Budinger-Mulhearn

Approved unanimously.

b. NYLA Pathways to Librarianship IMLS Grant

AnnaLee Dragon gave an update on the Round 2 application, and shared NYLA's role in the process should the grant be awarded, including the responsibility of managing about \$87,000 in sub-award money for grant related expenses. Lisa Kropp suggested that Tim Furgal identify someone from the original Pathways to Librarianship Task Force who could shadow him and take over if he needs to step down at any time during the potential 3-year grant term. AnnaLee Dragon will pursue that action.

10. New Business

a. Report from Governance Task Force and By-Laws Update

Barbara Stripling reported, and presented the edited version of the by-laws, with the changes to the document tracked. This version has been approved by the Governance Task Force, as well as legal counsel. If approved by NYLA Council, this version will need to go before NYLA membership for a vote in the Spring elections.

**MOTION VI:** Motion to approve recommended changes to the by-laws as submitted by the Governance Task Force.

Made by: Kelly Harris      Seconded by: Frank McKenna

Approved unanimously.

The NYLA Council would like to recognize all members of the Governance Task Force for their hard work and distinguished service, and to thank them heartily for completing their charge. The members are listed below:

Katie Bertrand	Sheryl Knab	Tara Thibault-Edmonds
Arthur Friedman	Jill Leinung	Kevin Verbesy
Rebecca Fuss	Elizabeth Merkle	Kelly Yim
Sarah Glogowski	Christina Ryan-Linder	Courtney Young
Nancy Howe	Barbara Stripling	

b. NYLA Council Election Slate 2022

Immediate Past President, and Chair of the Nominating Committee, Barbara Stripling, brought forward the proposed slate for the 2022 NYLA Council Election.

**MOTION VII:** Motion to approve the slate of candidates for the 2022 NYLA Council election as presented.

Made by: Cassie Guthrie      Seconded by: Kelly Harris

Approved. Lisa Kropp and Ginger Tebo abstained.

c. Report from the Balanced Budget Task Force

Chair of BBTF, Kelly Harris outlined the discussions being had around NYLA's finances and the section funds. Kelly will write up and send around a summary of the points being discussed, for section representatives to share and discuss with their groups.

**MOTION VII:** Motion to move into Executive Session to discuss a NYLA matter.

Made by: Alana Mutum      Seconded by: Rebecca Budinger-Mulhearn

Approved unanimously. Moved into Executive Session at 4:29pm.

**MOTION VIII:** Motion to conclude Executive Session.

Made by: Cassie Guthrie      Seconded by: Laura Osterhaut

Approved unanimously. Concluded Executive Session at 4:35pm.

A special Council meeting will be scheduled for some time in April, in advance of our regularly scheduled May meeting, for the express purpose of further discussion on this topic.

**MOTION VIII:** Motion to adjourn.

Made by: Kelly Harris    Seconded by Alana Mutum

Approved unanimously. The meeting was adjourned at 4:52pm.

DRAFT