

SOUTHERN ADIRONDACK LIBRARY SYSTEM
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SALS Board Meeting • **November 21, 2006** at 1 p.m.
at the System Service Center, Saratoga Springs, NY 12866

MINUTES

The regular meeting of the Board of Trustees of the Southern Adirondack Library System was held on Tuesday, November 21, 2006 at the System Service Center, and was brought to order at 1:10 p.m. with President Bob Jeffords presiding.

Present were: Mmes. Franz, Gold, Hoover, and Smith, and Mssrs. Elman, Hutchins, Jeffords, Merrill, Mosher, and Ring. Also present were: Ellen Bach, SALS legal counsel, Elaine Baker, Assistant Director at SALS, Sara Dallas, Director at SALS, Harry Dutcher, Director at Saratoga Springs Public Library, Jennifer Ferriss, Bibliographic Database Specialist at SALS, Sarah Hinman, Library Consultant at SALS, Michele Largeteau, JA Project Manager, Christine McDonald, Director at Crandall Public Library in Glens Falls, Jill Martz, Administrative Assistant at SALS, and Diane Robinson, JA Computer Systems Manager.

Absent with prior notice were: Mrs. Helms and Mr. Pepper.

1. **SALS Attorney, Ellen Bach**: In the interests of saving time, Mr. Jeffords asked the Board to address this issue as the first item on the Agenda. Mr. Elman moved, seconded by Mrs. Franz, that the Board go into Executive Session at 1:12 p.m. Motion carried. The Board returned from Executive Session at 2:30 p.m. Mr. Jeffords explained that the Board discussed litigation between Crandall Public Library and John Salvador. Mrs. Smith moved, seconded by Mr. Hutchins, to authorize counsel to represent SALS regarding the petition brought by John Salvador against Crandall Public Library in a manner appropriate and necessary up to and including being a party to litigation. Motion carried. Mr. Jeffords asked for a roll call vote. Mr. Elman, aye; Mrs. Franz, aye; Miss Hoover, aye; Mr. Hutchins, aye; Mr. Jeffords, aye; Mr. Merrill, aye; Mr. Mosher, aye; Mr. Ring, aye; Mrs. Smith, aye.
2. **Introduction of Cheryl M. Gold, new SALS Board member, and new staff members, Sarah Hinman and Jason Thompson**: Mrs. Gold had to leave early, but was informally introduced to Board members prior to the meeting. Mrs. Dallas introduced Sarah Hinman, SALS new staff member, and Jason Thomson, the new JA staff member. Sarah has a strong technical background and spent five years working at Microsoft in Seattle, and most recently as Branch Librarian at the Delaware Branch of Albany Public Library. Jason is the new Web Specialist. Jason was formerly employed at Crandall Public Library, and designed their web page.
3. **Approval of Board Meeting Minutes of September 19, 2006**: Mr. Elman moved, seconded by Miss Hoover, that the minutes of the September 19, 2006 meeting be approved as circulated. Motion carried.
4. **Treasurer's Report and Monthly Budget Reports for September and October; warrants**: Mr. Elman noted that there were the usual items in the Treasurer's Reports. Mrs. Smith moved, seconded by Mrs. Franz, that receipt of the September and October Treasurer's and Monthly Budget Reports be acknowledged, and that they be filed for audit. Motion carried. The following warrants were available for Board perusal:

General Fund			General Fund		
Date Approved	Warrant #	Amount	Date Approved	Warrant #	Amount
9/1/2006	2006-45	\$ 348.25	9/29/2006	2006-50	\$ 4,477.20
9/12/2006	2006-46	17,373.90	10/11/2006	2006-51	6,945.54
9/12/2006	2006-47	8,150.00	10/11/2006	2006-52	14,642.36
9/20/2006	2006-48	295,715.00	10/11/2006	2006-53	290.00
	Bank Transfer in above warrant not an expenditure	(190,000.00)	10/20/2006	2006-54	2,500.00
9/26/2006	2006-49	32,393.25	10/20/2006	2006-55	5,141.25
	Payroll	<u>78,478.57</u>		Payroll	<u>80,817.90</u>
	September 2006			October 2006	
	Total	<u>\$242,458.97</u>		Total	<u>\$114,814.25</u>
Acquires			Acquires		
Date Approved	Warrant #	Amount	Date Approved	Warrant #	Amount
9/1/2006	A06-17	\$ 29,189.48	9/29/2006	A06-19	\$ 39,330.33
9/26/2006	A06-18	<u>7,054.35</u>	10/20/2006	A06-20	<u>6,233.57</u>
	September 2006			October 2006	
	Total	<u>\$36,243.83</u>		Total	<u>\$45,563.90</u>

5. **Director's Report:**

Joint Automation Report: Mrs. Largeteau updated the Board on JA activities.

The Joint Automation Ad Hoc Database Committee, chaired by Jean Sheviak, met and developed a proposal for choosing databases.

Mrs. Largeteau reported that the billing dispute with Verizon is ongoing. Any communication is to be directed to legal counsel.

The new Clifton Park-Halfmoon Public Library will be open December 11th. JA staff have been actively involved in getting the new building ready.

There will be a MVLS/SALS Polaris User's Group meeting on Thursday, November 30th. Most of the discussion will be on the upgrade to version 3.3 coming next Spring. The upgrade is part of the annual maintenance, so there will be no charge for the upgrade. Polaris has been very responsive and cooperative in dealing with requests and problems.

- A. *Other:* Mrs. Dallas has received some Construction Grant applications. She expects that all of the Construction Grant money available will be applied for. The deadline for the applications to be at SALS is December 1st.

The Book Sale cleared \$43 after expenses. The remaining books will be boxed and shipped to Better World Books.

Mrs. Dallas has been asked to run for a position on the PLA Steering Committee.

6. **Committee Reports:**

- A. Audit & Finance: Mr. Merrill presented an amendment to the 2006 SALS budget to increase total income by \$102,162, and increase expenses by a total of \$98,913. (Copy attached to the Official Minutes). Mr. Hutchins seconded the motion. Motion carried.
- B. Building: Mr. Hutchins reported that new bronze colored garage doors have been ordered, and that lighting in the JA area will be updated, and rotted window sills will be replaced with the grant from Senator Farley.
- C. Bylaws Committee: no report
- D. Central Library Aid and Services: no report
- E. County Aid Coordinators:
 - i) Hamilton County: Mr. Hutchins expects that Hamilton County Aid will be the same as last year.
 - ii) Saratoga County: New procedures from Saratoga County required applying for a specific purpose grant. A grant was written to request \$35,000 for downloadable audio books; \$34,000 was awarded. There will be a public budget hearing at the County Offices on November 29th at 5:30. Mr. Mosher and Mrs. Dallas will thank the legislators.
 - iii) Warren County: Mr. Merrill expects Warren County Aid to be the same.
 - iv) Washington County: Mr. Ring expects no changes from Washington County.
- F. Library Services:
 - i) Construction Grant Applications: The Library Services Committee and the Building Committee will meet prior to the Board meeting on December 19th to evaluate the Construction Grant applications.
 - ii) Grant for Printers: Mrs. Smith suggested SALS use funds from the one-time state funding we received to assist the libraries in purchasing their choice of three printers:
 - (a) Label printer
 - (b) Receipt printer
 - (c) Laser printerMrs. Smith moved, seconded by Miss Hoover, that these funds be used to allow the member libraries to purchase a printer of their choice from a list of three printers. Motion carried.
 - iii) NYLA YSS Conference: Mrs. Smith suggested that SALS offer a full scholarship for someone to attend the New York Library Association YSS Conference in April. Mrs. Franz seconded the motion. Motion carried.
- G. Personnel: no report
- H. Trustee Nominating: no report.

7. **Unfinished Business:**

- A. Annual Meeting: Mrs. Dallas announced that the 2007 Annual Meeting will be held at Longfellow's Hotel, Restaurant and Conference Center, 500 Union Avenue, Saratoga Springs, New York on Monday, May 21st. Through a Library Services and Technology (LSTA) grant, Jenny Levine, a technology expert, will be the speaker. Miss Hoover will preside as Mr. Jeffords will be in England.
- B. JA Proposed 2007 Budget: The JA Finance Committee met September 12th and proposes the following budget amendments to the 2006 MVLS/SALS Joint Automation Project Budget:
 - Increase the salary line by \$8,000 for estimated increase in salaries incurred by hiring the Web Specialist.
 - Increase Equipment line by \$10,000 for additional equipment purchases

- Increase Syndetics Content by \$18,016.71 due to payment of two subscription years in 2006 (not billed in 2005)
- Reduce telecommunications line by \$36,016.71 to cover increases in other budget lines.

Mr. Merrill moved, seconded by Mr. Elman, approval of the proposed MVLS/SALS Joint Automation Project Budget amendments. (Copy attached to the Official Minutes). Motion carried.

The proposed 2007 Joint Automation Budget was handed out at the last meeting. Mr. Merrill moved, seconded by Mr. Ring, that SALS approve the proposed 2007 Joint Automation Budget. Motion carried.

8. **New Business:**

- A. Engagement letter from Auditors for audit year ending December 31, 2006: We have received a letter of engagement from the auditors for the audit year ending December 31, 2006. Mr. Elman moved, seconded by Mrs. Franz, that the Board authorize Mr. Jeffords to sign the letter of engagement. Motion carried.
- B. Workshop on SALS Blog: Jennifer Ferriss gave a demonstration of the new SALS Blog, and explained the various places of interest. Minutes of the SALS Board minutes will be available soon.

9. **Director's Council Report:** no report

10. **Announcements:** The Clifton Park-Halfmoon Public Library will be opening in their new location at 475 Moe Road on December 11th. It is a 55,000 square foot building. Mr. Elman invited SALS Board to have a Board meeting in the new building in the Spring.

Please return the warrants to Nancy Bowen.

11. **Other:** Miss Hoover moved, seconded by Mr. Hutchins, to adjourn the meeting at 3:18 p.m. Motion carried.

Respectfully submitted,

Nancy L. Bowen
Recording Secretary