

SOUTHERN ADIRONDACK LIBRARY SYSTEM
22 WHITNEY PLACE • SARATOGA SPRINGS NY 12866-4596
(518) 584-7300 ☐ FAX (518) 587-5589

SALS Board Meeting • **December 19, 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, December 19, 2006 at the System Service Center, and was brought to order at 1:04 p.m. with Vice President Julia Hoover presiding.

Present were: Mmes. Gold, Helms, Hoover and Smith, and Mssrs. Elman, Hutchins, Mosher, and Pepper. Also present were: Ellen Bach, SALS attorney, Elaine Baker, Assistant Director at SALS, Sara Dallas, Director at SALS, Cynthia Hedger, Director at Hadley-Luzerne Public Library, Sarah Hinman, Library Consultant at SALS, Jill Martz, Administrative Assistant at SALS, Christine McDonald, Director at Crandall Public Library in Glens Falls, and Tim McDonough, Director at Waterford Public Library.

Absent with prior notice were: Mrs. Franz and Mssrs. Jeffords, Merrill and Ring.

Miss Hoover introduced Ellen Bach, SALS attorney. Mr. Elman moved, seconded by Mrs. Smith, that the Board go into Executive Session at 1:05 p.m. Motion carried. Let the minutes show that this was to discuss litigation. The Board returned from Executive Session at 2:13 p.m.

1. **Approval of Board Meeting Minutes of November 21, 2006:** Mrs. Smith pointed out a typographical error in the November 21, 2006 minutes. "Ms. Smith" (under #1) should be "Mrs. Smith." Hearing no further corrections, Miss Hoover stated that the minutes of the November 21, 2006 were approved as corrected.
2. **Treasurer's Report and Monthly Budget Reports for November; warrants:** Mr. Elman reported that there was nothing spectacular in the Treasurer's or Monthly Budget Report. Mrs. Helms moved, seconded by Mrs. Smith that receipt of the November Treasurer's Report and Monthly Budget Report be acknowledged, and they will be filed for audit. Motion carried. Warrants were available for Board perusal as follows:

General Fund			Acquires		
Date	Warrant #	Amount	Date	Warrant #	Amount
11/08/2006	2006-56	\$ 20,782.64	11/07/2006	A06-21	\$ 61,563.64
11/20/2006	2006-57	11,825.98	11/17/2006	A06-22	9,228.20
11/20/2006	2006-58	24,945.37	<i>November 2006 Total</i>		<u>\$ 70,791.84</u>
	Bank charge	30.00			
	Payroll	<u>81,286.14</u>			
	<i>November 2006 Total</i>	<u>\$ 138,870.13</u>			

3. **Director's Report:**
 - A. **Joint Automation Report:** Mrs. Dallas reported that the Polaris upgrade went exceptionally well. Mrs. Largeteau and Mrs. Robinson worked with Polaris to start the upgrade at 10 p.m., so

the update was completed and Polaris was back up by 10 a.m. Our libraries were only down an hour. Thanks to both Michele and Diane.

The next JA meeting will be January 19th at SALS.

- B. *Other*: The new Clifton Park-Halfmoon library opened on December 11th. It is a big, beautiful building. Mr. Elman expressed thanks to SALS and the JA staff for all of the hard work and help in getting the building ready for the grand opening.

Mrs. Dallas and Mrs. Baker worked on the Construction Grant applications for the past two weeks, making sure all of the documentation was complete.

Sarah Hinman and Mrs. Baker worked on the LSTA Grant “Library 2.0: Choices Along the Technology Curve.”

There has been two weeks of construction and repair in the building. The new garage doors have been installed, the repair of the window sills, and the boiler system has had some problems to address.

Literacy Volunteers would like to rent space in the building. They would require a desk and some meeting space. Further details (phone, supplies, services, expectations) will be forthcoming.

Curtis Martz has spent approximately 25 hours boxing up the pool collection. Better World Books will be sending a truck to pick them up.

Printers from the Printer Grant have been coming in; all are expected to be received by the end of the year or the beginning of next year.

4. **Committee Reports:**

- A. *Audit & Finance*: no report
B. *Building*: Mr. Hutchins spoke about the possibility of Literacy Volunteers leasing space at SALS. Mr. Hutchins has questions about insurance, security, their use of Internet, fax, telephone, copier, etc. Will there be people traffic? More information will be forthcoming.
C. *Bylaws Committee*: Miss Hoover thinks the Bylaws need to be reviewed; no motion is necessary to accept the minutes.
D. *Central Library Aid and Services*: no report
E. *County Aid Coordinators*: Mrs. Dallas received a letter from Paul Sausville, representative from the Town of Malta, regarding a \$3,000 pass through of funds for Round Lake Library out of the \$34,000 received from Saratoga County. The grant from the county was for downloadable audio books, and Round Lake library did not want to participate. Mrs. Dallas is in touch with the Saratoga County Administrator for a decision regarding the grant.
F. *Library Services*: Mrs. Smith reviewed the applications for Construction Grants SALS has received, and the projects under consideration. There is also an LSTA Grant “Library 2.0: Choices Along the Technology Curve” which the committee reviewed.
G. *Personnel*: no report
H. *Trustee Nominating*: no report

5. **Unfinished Business:** none

6. **New Business:**

A. Approval of Construction Grants: Mrs. Smith presented a list of recommendations from the Library Services Committee for the Construction Grants. Discussion followed. Mr. Elman moved, seconded by Mrs. Gold, that the Construction Grants be approved as recommended (copy attached to the Official Minutes).

The LSTA Grant application “Library 2.0: Choices Along the Technology Curve” was discussed. It is hoped that libraries will be able to receive a digital camera and be shown the many uses of digital technology. Mrs. Smith moved, seconded by Mr. Elman, that this grant application be approved. Motion carried.

B. 2006 Library Program of the Year Awards and 2006 Library Trustee of the Year Awards: It was pointed out that in the Nomination Procedure directions of the Library Trustee Award it states that nominations by e-mail or fax will not be accepted. Both procedures should be the same. Mrs. Smith moved, seconded by Mr. Mosher, that both the Library Trustee of the Year Awards and Library Program of the Year Awards be approved with the noted correction to the procedure. Motion carried.

7. **Director’s Council Report:** none

8. **Announcements:** Please return the warrants to Nancy Bowen. The next SALS Board meeting will be Tuesday, January 16, 2007.

9. **Other:** Mr. Elman moved that the meeting be adjourned at 2:39.

Respectfully submitted,

Nancy L. Bowen
Recording Secretary