

SOUTHERN ADIRONDACK LIBRARY SYSTEM  
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SALS Board Meeting • April 17, 2007 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, April 17, 2007 at the System Service Center, and was brought to order at 1:13 p.m. with President Bob Jeffords presiding.

Present were: Mmes. Franz, Gold, Helms, Hoover, and Smith and Mssrs. Elman, Hutchins, Jeffords, Merrill, Mosher, and Ring. Also present were: Elaine Baker, Assistant Director at SALS, Harry Dutcher, Director at Saratoga Springs Public Library, Michele Largebeau, JA Project Manager, Jill Martz, Administrative Assistant/Financial Clerk at SALS, Tim McDonough, Director at Waterford Public Library, Chris Mundell, JA Systems Administrator, Jo Piracci, Director at Clifton Park-Halfmoon Public Library, and Sara Dallas, Director at SALS.

Absent with prior notice: Mr. Pepper.

1. **Approval of Board Meeting Minutes of February 20, 2007:** It was noted that there were some errors in the draft minutes of the February meeting. On page 2, under 4D, the minutes say “The current SALS blog will be going away.” It should say “current SALS website...” On page 4, the word “in” should be deleted between “investigating” and “webcams.” Mrs. Helms moved, seconded by Mrs. Gold, that the minutes of the February 20, 2007 minutes be approved as corrected. Motion carried.
  
2. **Treasurer’s Report and Monthly Budget Reports for February and March; warrants:** Mr. Elman noted that there wasn’t anything unusual about the February and March reports. Mrs. Smith moved, seconded by Mrs. Franz, that receipt of the February and March 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

Date Approved	Warrant #	Amount	Date Approved	Warrant #	Amount
02/14/2007	2007-7	\$3,800.00	03/13/2007	2007-11	\$41,233.38
02/14/2007	2007-8	12,300.93	03/15/2007	2007-12	57,500.00
02/26/2007	2007-9	5,090.00	03/20/2007	2007-13	6,000.00
02/26/2007	2007-10	13,752.64	03/23/2007	2007-14	50.00
	Payroll	89,398.04	03/27/2007	2007-15	18,507.27
		\$124,341.61		Payroll	87,157.07
					\$210,447.72

Acquires Fund

Date Approved	Warrant #	Amount	Date Approved	Warrant #	Amount
			03/05/2007	A07-02	\$32,478.50
02/06/2007	A07-01	\$37,575.99	03/15/2007	A07-03	3,685.80
		\$37,575.99			\$36,164.30

3. **Director's Report:**

- A. Personnel: Sarah Hinman has resigned her position.
- B. Certified Public Library Administrator: SALS, partnering with PLA and Adirondack Community College will offer Continuing Education programs; there will be two courses a year for the next four years.
- C. Joint Automation Report: Mrs. Largeteau reported that the Joint Automation Council voted that there will be no fee increases in 2008. New committees have been formed; the Database Committee is working to select databases. The PAC Committee has been evaluating *Cybrarian*, a tool that "times out" computer workstations. SALS was asked by Polaris to beta test *Simply Reports*.
- D. Gates Update: Mary Hanley and Chris Mundell, JA staffers are working with 19 libraries selected by Gates as possible participants in a Gates project. Libraries will need to secure a 25% match year 1, and 50% match year 2. Funds need to be applied for through the Division of Library Development. Computer equipment must be purchased and installed by September 2008 (year 1) and September 2009 (year 2).
- E. Construction: Cheryl Gold suggested that we work with Anne Van Ingen, Director of the Architecture Program for the NYS Council on the Arts regarding library building projects. Ms. Van Ingen will be at SALS on Monday, June 4 at 10 a.m. to talk about NYSCA's technical assistance program. SALS staff will gather information about a proposal for a circuit-rider to do an assessment of the member library buildings in need of rehabilitation. Architect Paul Mays is also interested in the project. Construction grant information has been distributed. There are two construction grant programs this year.
- F. GLE Folklife collection: The Folklife Collection from Crandall Public Library has been moved to SALS. Todd DeGarmo, the Director of the Collection, volunteered to give a tour after the meeting.
- G. Legislative Update: There is an extra \$5 million for libraries in the New York State budget. Also included is \$14 million for construction.
- H. Annual Meeting: Polly Alida Farrington will speak at the Annual Meeting, on *Library 2.0: Meeting Community Needs*. Other details of the meeting were discussed. Mr. Elman moved, seconded by Ms. Hoover, that \$20 per person be charged. Motion carried. Mrs. Baker reminded the Board that **next year's** meeting would be the **50<sup>th</sup>**.
- I. Other: The top downloadable audio book is Angels and Demons by Dan Brown. From March 1 through April 15<sup>th</sup>, there were 968 accesses; 904 checkouts plus 64 renewals. About half of the circulation is from Clifton Park-Halfmoon Public Library and Saratoga Springs Public Library; the rest from all other libraries. The service has only been available for one month.

Kudos to Jennifer Ferriss and her department. The turn around time for the department is 24 hours from the time the boxes arrive or the online request forms back to the member libraries. We have been asked by Sandra Nelson and June Garcia to write an article about our planning process for a national professional journal.

Art Reinhart has resigned from the Pember Library in Granville to take a position at the State Archives.

Harry Dutcher, Director at Saratoga Springs Public Library, has announced his retirement.

4. **Committee Reports:**

- A. **Audit & Finance:** Mr. Merrill noted that the following budget amendments were needed. SALS received a grant from Senator Betty Little in the amount of \$65,000. \$57,500 of this grant was designated to be passed through to SALS member libraries in her district at \$2,500 each. The Federal LSTA Library 2.0 grant was approved in the amount of \$10,000.

Increase Income:

NYS Grant In Aid - \$65,000

LSTA Library 2.0 - 10,000

Increase Expense:

NYS Grant In Aid - \$57,500

LSTA Library 2.0 - 10,000

Gates - 7,074

Mr. Merrill moved, seconded by Mr. Hutchins, that the budget amendments be approved. Motion carried.

- B. **Building:** The Joint Automation Council approved purchasing a generator for the computer room contingent upon the approval of the SALS Board. Mr. Mundell handed out estimates. Discussion followed. Mr. Elman moved, seconded by Mr. Ring, to philosophically approve the installation of a generator for the server room. The Building Committee will work with JA staff to determine its location and SALS staff will investigate building permit requirements. Motion carried.

The door coming into the building from the parking lot seems to be sagging. Mr. Dutcher volunteered to send someone over from his library to help repair the door. Mrs. Gold noted that many areas of the carpeting are worn and have loose threads.

- C. **Bylaws Committee:** no report
- D. **Central Library Aid and Services:** no report
- E. **County Aid Coordinators:** no report
- F. **Library Services:** Mrs. Smith asked the Board to consider earmarking some of the additional money SALS received from the State to sponsor one individual per library to attend the CPLA courses in partnership with PLA and Adirondack Community College. Each course cost \$250 and there will be seven courses offered for a total of \$59,500.00. All courses will be held at the Saratoga Springs Public Library. Discussion followed. Seconded by Mrs. Franz. Motion carried. Mrs. Piracci asked if the courses could be taped.

Mrs. Smith reviewed the submissions for the Library Programs of the Year. Mrs. Smith nominated Easton Library for *Irish Voices in Story and Song* and Long Lake Library for *Vintage Apron Exhibit* as the winners. Seconded by Mr. Ring. Motion carried.

- G. **Personnel:** Mrs. Franz is reviewing the Employee Manual. Modifications should be forwarded to Mrs. Franz.

Mrs. Gold asked about employee contributions to health insurance. Discussion followed. The Personnel Committee will consider this issue.

- H. **Trustee Nominating:** Mrs. Smith reported that the Trustee Nominating Committee will present the names of Cheryl Gold, Julia Helms, and Bob Jeffords for election at the Annual Meeting.

5. **Unfinished Business:**

6. **New Business:**

7. **Director's Council Report:** no report
8. **Announcements:** Hudson Falls Free Library will be closed for renovations from May 20 to 24<sup>th</sup>. Mr. Jeffords shared a newspaper article featuring Dick Merrill scuba diving.

Waterford Public Library will be raffling off an MP3 player.

There was a bike race in Washington County last Saturday with 1100 participants to raise money for Washington County libraries.

Please return the warrants to Nancy Bowen.

9. **Other:** Mr. Ring moved, seconded by Mrs. Gold, that the meeting be adjourned at 2:13. Motion carried.

Respectfully submitted,

Nancy L. Bowen  
Recording Secretary