

# SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **April 17, 2012** at 1 p.m.  
at the System Service Center

## MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, April 17, 2012 at the System Service Center and brought to order at 1:03 p.m. with President Arnold Elman presiding.

Present were: Mmes. Gold, Helms, Hoover, and Payne, and Mssrs. Elman, Hornstein, Jeffords, Mays, and Plantier. Also present were: Sara Dallas, Director at SALS, Jennifer Ferriss, Automation Training & Support and Youth Services Consultant at SALS, Michele Largeteau, Joint Automation Project Manager, Jill Martz, Administration and Finance Manager at SALS, and Christine McDonald, Director at Crandall Public Library.

Absent with prior notice were: Mmes. McComb and Nemer and Mr. Mosher.

1. **Approval of Board Meeting Minutes of February 21, 2012:** Dr. Elman asked if there were any changes, corrections or additions to the minutes of the February 21, 2012 meeting. Hearing none, he declared the minutes approved as distributed.
2. **Treasurer's Report and Monthly Budget Reports for February and March; warrants:** Mr. Jeffords briefly reviewed the February and March Treasurer's and Monthly Budget Reports. Ms. Hoover moved, seconded by Ms. Payne, to acknowledge receipt of the February and March Treasurer's and Monthly Budget Reports, and that they be files for audit. Motion carried. Warrants 2012-3 through 2012-9, TA12-3 through TA12-6 were available for Board perusal. (*Copy attached to the Official Minutes*).
3. **Director's Report:** (*in addition to the written report sent out with the Board packets and attached to the Official Minutes*):
  - A. **Joint Automation Report:** Mrs. Dallas introduced Michele Largeteau, Joint Automation Project Manager. JA has been dealing with lots of viruses and malware, configuring the new computers and working on a breakdown of cost of services. SALS contributes \$103,000 not reimbursed by member libraries because JA services are so important.
  - B. **Other:** There is good news on the budget; there will be an additional amount of 3.3% over the 21.75% cut in 2011 library aid which equals to \$42,128. SALS will see approximately \$32,500 in undesignated state aid.

Mrs. Dallas shared the Regents Vision—*Creating the Future* by the New York State Education Department --note on page 13 the expectations for library systems.

The LSTA grant, *NY Library Trustees Online*, is moving along. One meeting has been held with all of the participants. The grant will provide information to help trustees and directors make good library administration decisions. The grant will assist library administrators in

reviewing or writing five policies. Member libraries were polled and these are the policies they would like to see addressed in the grant:

- Confidentiality of Records
- Customer Behavior
- Issuing Library Cards
- Meeting Room
- Unattended Children

SALS has signed a letter of Agreement with E-Learn Libraries. SALS will invoice the seven participating Public Library Systems for their LSTA funds to help pay for the project. All of SALS LSTA funds will go into the project.

SALS has purchased a new color copier.

There is no word on the Construction Grants that were approved last fall.

The draft of the 75/25 match was distributed to all library directors. The policy needs to be broad enough so we can use all of the allocated monies. The only comment received was to include the source of the data and a method to update it each year. These are the data sources:

- Per capita support per library from the previous year's Annual Reports:
- [http://portal.nysed.gov/pls/cn\\_port/mel3\\_pkg.elig\\_enroll\\_query](http://portal.nysed.gov/pls/cn_port/mel3_pkg.elig_enroll_query)
- (free or reduced lunch)
- <http://www.nyscommunityaction.org/povertyreports.cfm?location=nystate&section=2011> (poverty levels)
- <http://www.nyscommunityaction.org/PovReport/2011/Supplements/employpage.pdf> (unemployment)

Libby Post has started round 2 of her presentations. They are very informative.

PLA was wonderful. Evaluations are being sorted and they were very good. Dr. Elman added that PLA was unbelievably excellent; 8,500 people attended and featured uniformly excellent speakers.

#### 4. **Committee Reports:**

- Audit & Finance: Audit Review is in your folders
- Ad hoc Annual Meeting: Invitations to the Annual Trustee Meeting were mailed; the deadline for reservations is Friday, May 11<sup>th</sup>.
- Building:
- Bylaws Committee:
- Central Library Aid and Services:
- County Aid Coordinators:
- Library Services:
  - Library Program of the Year Award: Mrs. Gold reported that five nominations were received for Library Program of the Year, and all were worthy. The Committee selected *Senior Expo* from the Clifton Park-Halfmoon Public Library and *The Dirty Dozen Garden Club* from the Stony Creek Free Library.

H. Personnel:

i) Library Trustee of the Year Award: Mrs. Helms reported that three nominations were received for Library Trustee of the Year. The Committee selected *Arlene Rhodes* from the Galway Public Library and *Sandi Payne* from the Stony Creek Free Library as recipients of the 2011 Library Trustee of the Year Awards.

I. Trustee Nominating: A corrected “Notice of Annual Business Meeting” will go out via e-mail; the original notice incorrectly identified Mr. Odess as representing Warren County, not Washington County.

5. Unfinished Business:

6. New Business:

A. Search for SALS Treasurer: The search for SALS Treasurer was discussed. Responsibilities were also discussed. Mr. Jeffords would be willing to submit a proposal, but does not want to be part of the negotiation. Mrs. Gold moved, seconded by Mrs. Helms, that Mr. Jeffords be hired as Interim Treasurer until SALS hires a new Treasurer. Mr. Jeffords noted that he would provide his services at no cost during this time period. Motion carried with one abstention. Mr. Jeffords abstained.

Dr. Elman thanked Mr. Jeffords and Mrs. Helms for their 10 years of service; he is continually amazed by the amount of work some people do.

B. Approve Definition of Need for the 75/25% Construction Match: The Definition of Need for the 75/25% Construction Match was discussed and tabled until the June meeting.

C. Approve 2012 LSTA Summer Reading Mini-Grant Program: Ms. Payne moved, seconded by Mr. Hornstein, approval of the Authentication of the LSTA Grant for the Summer Reading Program. Motion carried.

D. Budget amendment for the New York Library Trustees Online LSTA Grant: Mr. Jeffords moved the following budget amendment:

Increase budget (income and expense) due to appropriation of:

LSTA Grant—NY Library Trustees Online	\$11,400.00
NY Library Trustee Online—System Contributions	<u>79,932.00</u>
	\$ 91, 332.00

Mrs. Gold seconded the motion. Motion carried.

E. September Meeting: Dr. Elman noted that the September meeting scheduled for September 18<sup>th</sup> falls on the second day of Rosh Shoshanna. Would the Board consider changing the date? Mr. Hornstein moved, seconded by Ms. Payne, that the September SALS Board meeting be rescheduled to September 11<sup>th</sup>. Motion carried.

7. Director’s Council Report: Ms. McDonald did not have a Director’s Council report. She did extend her thanks to SALS Board for the opportunity to attend PLA. She learned a lot. She particularly was interested in the PLA program “How to Construct Building Policies Without Winding up in Court.”

8. **Announcements**: NYSALB (New York State Association of Library Boards) will now be LTANYS (Library Trustee Association of New York State).

Meeting adjourned at 2:07 p.m.

Respectfully submitted,

Nancy L. Bowen  
Recording Secretary