

# SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **April 21, 2015** at 1:00 p.m.  
at the System Service Center

## MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, April 21, 2015 at the System Service Center and was brought to order at 1:00 p.m. with President Frank Mezzano presiding.

Present were: Mmes. Connell, Debus, Hoover, McCombs, Payne, and Messrs. Hornstein, Mays, Mezzano, Odess and Wise. Also present were: Sara Dallas, SALS Director, Bob Jeffords, SALS Treasurer, Kathy Naftaly, Director at Crandall Public Library in Glens Falls, Jennifer Ferriss, SALS Assistant Director & Community Liaison, Jill Martz, SALS Administration & Finance Manager, and Laurie Buckley, SALS Outreach & Marketing Consultant. Excused absence: Mr. Plantier. Absent without notice: Mm. Nemer.

1. **Flynn, Walker, Diggin C.P.A., P.C.:** Patrick Diggin and Serena Kirkpatrick were introduced. Mr. Diggin explained that the SALS audited information was in good order, showing a clean opinion. SALS has an annual cash receipts and disbursements audit, following NYSCCR Title 8 – Education §90.6 Financial accounting in cooperative library systems and reference and research library resources systems (16) cause an annual audit of the treasurer's records to be made either by a committee of the board or by an independent auditor.  
Mr. Diggin explained the different levels of audits including a Generally Accepted Accounting Procedures audit. The GAAP audit is more involved and includes assets and liabilities. He mentioned in 1979 SALS, requested a clarification of its status from the IRS. The IRS sent a determination letter stating that SALS is a 501(c)1, (a governmental unit). SALS currently has a strong cash position. Mrs. Kirkpatrick reviewed the current audit.
2. **Approval of Board Meeting Minutes of February 17, 2015:** Mr. Mezzano asked if there were any additions, corrections, or deletions to the minutes of the February 17, 2015 board meeting. Mr. Hornstein moved, seconded by Mrs. McComb, to approve the minutes of the February 17, 2015 SALS board meeting as distributed. Motion carried.
3. **Treasurer's Report and Monthly Budget Report for February and March; warrants:** Mr. Jeffords reviewed the February and March Treasurer's report. Mr. Mays moved, seconded by Mr. Wise, the February and March monthly budget reports be filed for audit. Motion carried. Warrants 2015-3 through 2015-8 and TA15-3 through TA15-7 were available for board perusal. (*Copy attached to the Official Minutes*).
4. **Director's Report** (*in addition to the written report sent out with the Board Meeting packets*):
  - A. **Joint Automation Report:** Mrs. Dallas reported on the recent surgeries of two of the JA staff.
  - B. **Other:**
    - i) Mrs. Dallas introduced Laurie Buckley, SALS Outreach and Marketing Consultant.
    - ii) Mrs. Dallas reported working with Alex Gutelius of Clifton Park-Halfmoon Public Library to develop an efficiency plan in order to take advantage of the Property Freeze Credits. The efficiency using the delivery system vs. mailing books appears to meet the criteria. Mrs. Gutelius will send out information to all of Saratoga County libraries.
    - iii) Mrs. Dallas shared the NYS Budget for 2015-2016 has passed and should increase our aid by about 5.6%. She has applied for bullet aid for SALS and its members.
    - iv) Mrs. Dallas discussed Schuylerville Public Library and a call received that the director is resigning. They are going to begin a search for a new director with an MLS. In addition, the Division of Library Development still feels that the library is non-compliant and may withhold the library's absolute charter.

- v) Mrs. Dallas informed the board that Mike Neppel, who was going to do the trivia for the annual meeting, is unavailable; Joseph Bellacosa will run the program.
- vi) Mrs. Dallas went to Easton Library for the Broadband interview. Helen Brownell, Director of the library was filmed for the WMHT segment. It was viewed prior to the board meeting.

5. **Committee Reports:**

- A. **Audit & Finance:** Mr. Hornstein moved, seconded by Ms. Debus, to acknowledge and accept the auditor's 2013/2014 report. Motion carried.
  - B. **Building:** Mr. Mays reported the quote received for HVAC contract was almost twice as expensive as our current contract and recommended continuing with TBS for another year. Quotes are being gathered to fill cracks, reseal and stripe the parking lot.
  - C. **Bylaws Committee:** Ms. Debus discussed changes to the bylaws. It is anticipated that the revision will be approved at the June 2015 board meeting.
  - D. **Central Library Aid and Services:** No report.
  - E. **County Aid Coordinators:** No report.
  - F. **Library Services:** Library Program of the Year. There were seven applicants. Ms. Debus recommended: Argyle Free Library for The Underground Railroad Project and Cambridge Public Library for Geek Squad. Mr. Mays moved, seconded by Ms. Payne, for the approval of the recommendations. Motion carried.
  - G. **Personnel:** Library Trustee of the Year. Ms Hoover recommended Barbara Caimano of Crandall Public Library and Dr. Arnold Elman from Clifton Park-Halfmoon Public Library. Mr. Wise moved, seconded by Ms. Debus, for the approval of the recommendations. Motion carried.
  - H. **Trustee Nominating:** No report.
6. **Unfinished Business :** none.

7. **New Business:**

- A. **Conflict of Interest Policy:** The Conflict of Interest Policy was revisited due to a board member not willing to sign. Mr. Mezzano requested that each board member give their opinion about their signing of the Conflict of Interest policy that the board adopted October 28, 2014. After polling the board for their individual opinions, the board directed Mrs. Dallas to provide them with three additional samples of other library systems, NYLA, or members' Conflict of Interest policies for their review.
- B. **Annual Meeting:**  
Mrs. McComb moved, seconded by Ms. Debus, two scholarships for \$250 for trustee training to be used as door prizes at the 2015 Annual Meeting. Motion carried.
- C. **SALS presence at local events:** Various invitations are received at SALS to attend local events. Should SALS be represented? Mr. Odess moved, seconded by Ms. Payne, that either a board member or a SALS staff member would be reimbursed for their meal and travel to attend as a representative of SALS. Motion carried.

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

9. **Announcements:**

Mr. Odess moved, seconded by Ms. Payne, to adjourn the meeting. Motion carried. Meeting was adjourned at 1:30 p.m.

Respectfully submitted,  
Jill Martz

Recording Secretary