

# SOUTHERN ADIRONDACK LIBRARY SYSTEM

22 WHITNEY PLACE • SARATOGA SPRINGS NY 12866-4596

(518) 584-7300 ☐ FAX (518) 587-5589

SALS Board Meeting • **February 17th, 2015** at 12:58 p.m.  
at the System Service Center

## MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, February 17, 2015 at the System Service Center and brought to order at 12:58 p.m. with President Frank Mezzano presiding.

Present were: Mmes. Connell, Debus, Hoover, and Mssrs. Hornstein, Mays, Mezzano, Plantier and Wise. Also present were: Sara Dallas, Director at SALS, Bob Jeffords, SALS Treasurer, Jennifer Ferriss, SALS Assistant Director & Community Liaison, and Jill Martz, Administration & Finance Manager at SALS, and Jill Ryder, Collection Management Consultant at SALS. Excused absence: Mmes. McComb, Nemer, Payne and Mr. Odess.

1. **Approval of Board Meeting Minutes of January 20, 2015:** Mr. Mezzano asked if there were any additions, corrections, or deletions to the minutes of the January 20, 2015 Board meeting. Mr. Hornstein moved, seconded by Ms. Hoover, to approve the minutes of the January 20, 2015 SALS Board meeting as distributed. Motion carried.
2. **Treasurer's Report and Monthly Budget Report for January; warrants:** Mr. Jeffords reviewed the January Treasurer's report, informed the Board the auditors will attend the April Board meeting to discuss the annual audit and answer any questions they might have. The AUD report has been filed with the NYS Comptroller. Warrants 2015-1 through 2015-2 and TA15-1 through TA15-2 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 Meeting packets*):
  - A. **Joint Automation Report:** Mrs. Dallas praised the JA staff – the upgrade went very smoothly – and was completed before most libraries opened to the public. Minor issues with reports – but the JA staff worked to make the upgrade as seamless as possible to the library staff and public.
  - B. **Other:**
    - i) Mrs. Dallas reported on attending the Easton Library's Annual meeting. It is a warm and welcoming community treasure. They proudly showed off the results of the Technology Challenge and Construction Challenge grant SALS awarded in 2014, a new sign and computer area. They have had 90 people attend their genealogy workshops. They have a dedicated staff, trustees and friends – and a community that supports the library.
    - ii) Mrs. Dallas shared the Conflict of Interest policy, according to the SALS attorney, Jim Cox, all SALS Trustees must sign the Conflict of Interest. Failure to do so will mean they may no longer remain on the SALS Board.
    - iii) Mrs. Dallas shared there will be changes in delivery, personnel changes and route re-working probably completed by Spring.
    - iv) Mrs. Dallas discussed the status of the Outreach and Marketing Position interviews. The position has been filled and the new employee is due to start February 23, 2015.
    - v) Mrs. Dallas informed the board that during a phone call last week with the Division of Library Development, we learned that the Governor has a new project to increase Digital Literacy for all New Yorkers. System directors were asked to contact their members to see if they would like to participate in the project. There is a very short turnaround time, but as of today, many of our libraries said that they would participate in the program.

- vi) Mrs. Dallas discussed Advocacy Day coming up next week. 1.The message is simple – full funding for libraries. Fund libraries at the 102.6 million as written in law, and then increase library aid proportionally with Education Funding Annually. Current funding is \$86.6.
- vii) SALS will need to begin the process of developing the new Plan of Service. I would like to use an outside facilitator to look at current services and then working with membership to determine the service priorities. June Garcia is available to help us.
- viii) Changes were made on how we heat the building during this cold wave. The heat turns on earlier, our custodian turns on all the blowers in the office and work areas, and the heat has been turned up. Using space heaters is not an option.
- ix) Efficiency plans – tax freeze was discussed
- x) Mrs. Dallas thanked the Board for allowing her to attend the ALA midwinter conference. She described some of the programs she attended.

4. **Committee Reports:**

- A. Audit & Finance: no report
- B. Building: Mr. Mays reported he is following up with Sage Engineering regarding a scope of work to obtain bids for the HVAC contract and the computer room redundant cooling.
- C. Bylaws Committee: Ms. Debus discussed some items that need to be addressed. Copies to be distributed prior to the next meeting.
- D. Central Library Aid and Services: CBA funds are being used to pay for Ancestry.com.
- E. County Aid Coordinators: No report.
- F. Library Services: No report.
- G. Personnel: No report.
- H. Trustee Nominating: No report.

5. **Unfinished Business :**

6. **New Business:**

- A. Approve SALS 2014 NYS Annual Report- Ms. Debus moved, seconded by Mr. Hornstein to approve the SALS 2014 NYS Annual Report. Motion carried.

7. **Director’s Council Report:** no report.

8. **Announcements:**

Next SALS Board Meeting will be on held April 21<sup>st</sup>, 2015 at 1P.M.

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

Respectfully submitted,

Jill Martz  
Recording Secretary