

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **January 16th, 2018** at 1:04 p.m.
at the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, January 16, 2018, at the System Service Center and brought to order at 1:04 p.m. with President Jordan Hornstein presiding.

Present were: Mmes. Borden, Connell, McComb, and Payne, and Messrs. Hornstein, Mays, Plantier, and Wise. Also present were: Sara Dallas, Director at SALS, Bob Jeffords, SALS Treasurer, Cindy Mirra, SALS System Services Support Representative, Dianne Winter, SALS Financial Clerk & Administrative Assistant at SALS, Jill Ryder, Collection Management Consultant and Assistant Director at SALS, Jack Scott, Technology & Community Youth Services Librarian at SALS, Erica Freudenberger, SALS Outreach & Engagement Consultant and Janet Lindner, President of Saratoga Library Board of Trustees. Excused absence: Mmes. Nemer and Seifts and Messrs. Odess.

1. Mrs. Dallas introduced Janet Lindner, President of Saratoga Springs Library Board of Trustees. Ms. Lindner was recommended by Ike Pulver, Director of Saratoga Springs Public Library, to fill the Saratoga County vacancy. Mrs. Payne moved, seconded by Mr. Wise, to elect Janet Lindner to fill the vacancy for Saratoga County on the SALS Board until the next Annual meeting. Oath of office to be taken and filed after the meeting. Ayes: All; Nays: None. Motion carried.
2. **Approval of Board Meeting Minutes of November 21, 2017**: Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the November 21, 2017 Board meeting. Ms. Borden moved, seconded by Mr. Wise, to approve the minutes of the November 21, 2017 SALS Board meeting as distributed. Ayes: All; Nays: None. Motion carried.
3. **Treasurer's Report and Monthly Budget Report for November and December; warrants**: Mr. Jeffords reviewed the November and December Treasurer's report. Mr. Mays moved, seconded by Ms. Borden, that receipt of the November and December reports be acknowledged and filed for audit. Motion carried. Warrants 2017-33 through 2017-37 and TA17-24 through TA17-27 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 asked Mr. Wise to report on the JA meeting held January 10, 2018. Mr. Wise reported Alex Gutelius was elected Chair and Devon Hedges, Vice-Chair of the JA. All mid-year PCs have been delivered except those for Gloversville. JA staff is configuring end of year PC orders and scheduling deliveries. The next order will be announced in February. JA is working with a new vendor for the machines – Whalley Computer Associates, Inc. The Crandall outreach project, Borrow by Mail, is anticipating a February start date. The Clifton Park-Halfmoon credit cards project went live on January 3, 2018 via staff stations. Quipu (software vendor) is working with JA staff on shape files for library service areas. A new webinar will be scheduled when Quipu and DLD resolve the mapping issues.
 - B. **Other**:
 - i) Mrs. Dallas reported with sadness the passing of Jo Piracci, former director of the Clifton Park-Halfmoon Library. There will be a celebration of Jo's life at the library on Feb 14th from 2-4pm.

- ii) Mrs. Dallas reported that Ike Pulver, Director of the Saratoga Springs Public Library, has asked the SALS Board to consider allowing a Saratoga Springs Public Library van to be parked in the SALS parking lot. Mrs. Dallas will work with Ike Pulver on the details.
- iii) Mrs. Dallas reported that this will be a difficult funding year and everyone is strongly encouraged to attend the New York Library Association's Library Advocacy day, February 28. Appointments are being scheduled.
- iv) Mrs. Dallas wrote a support letter to reduce the NYS Construction Match from 25% to 10%.
- v) The SALS attorney was contacted regarding patron privacy issues at a member library.

5. Committee Reports:

A. Audit & Finance: Mr. Wise reported that the JA Council approved a new fee structure for 2018 and for future years. The fees will be based upon a ratio of use and holdings among the libraries and the revenue needed each year. The revenue needed in 2018 is \$681,071. The JA fees for the member libraries for 2018 and 2019 will be determined by the POLARIS holdings and circulation calculated by the end of business December 31, 2017. The revenue needed in 2019 is \$704,908. Using the ratio formula, libraries may, for budgeting purposes, anticipate a 3.5% increase in their JA fees in 2019. Mr. Wise moved, seconded by Ms. Connell, to approve the new JA Financial formula. Ayes: All; Nays: None. Motion carried.

B. Building: Mr. Mays reported on the two types of Challenge Grants, explaining the difference between the NYS Library Construction Aid and the SALS Construction Challenge Grant. This year the number of requests exceeded allocated funding in the SALS Construction Challenge Grant line. Mr. Mays moved to transfer money from the Library Services Seed Challenge Grants budget line to the Construction Grants budget line, seconded by Ms. McComb. Ayes: All; Nays: None. Motion carried.

Mr. Mays presented the twelve Construction Challenge Grants:

Argyle - \$3,124.40 - Bolton - \$5,000 - Town of Ballston - \$5,000 - Clifton Park-Halfmoon - \$5,000
 Easton - \$5,000 - Greenwich - \$4,000 - Lake George - \$3,302.65 - Lake Pleasant - \$5,000 -
 Mechanicville- \$5,000 - Schuylerville - \$5,000 - Richards Library - \$5,000 - Whitehall--\$5,000

C. Bylaws Committee: No report.

D. Central Library Aid and Services: No report

E. County Aid Coordinators: No report

F. Library Services: Mr. Mays presented the Library Services Seed Challenge Grants
 Easton \$2,013.08, Pember \$1,922.09, Greenwich (joint application with Schuylerville and Cambridge)
 \$10,583, Bancroft \$2,359.44
 Mr. Hornstein moved that the two Challenge Grants be approved as presented. Ayes: All; Nays: None.
 Motion carried.

G. Personnel: No report

H. Trustee Nominating: No report

6. Unfinished Business: None.

7. New Business:

- A. Mrs. Dallas discussed new SALS committee assignments and will be sending out an email asking for recommendations for representatives from Washington and Warren Counties to serve on the SALS Board.
- B. Mr. Mays conveyed how impressed he is with the SALS System Staff. They have done a tremendous job and he appreciates all the hard work.

C. There will be an Annual Report Party in January organized by Erica Freudenberger, Dianne Winter, Jill Ryder and Jack Scott. The workshop will help new member library directors and trustees navigate the annual report.

D. Mrs. Dallas presented the following travel and conference attendance requests to the Board:

- Sara Dallas to attend the PULISDO Meeting February 27, 2018 Albany (all day parking)
- Sara Dallas, Erica Freudenberger, Jack Scott, and Jill Ryder to attend Advocacy Day, Albany February 28th (parking)
- Sara Dallas to attend New York State RIPL Regional, Utica April 18-19 2018 (\$20.00 plus meals and hotel/parking 1 night)
- Sara Dallas, Urban Library Conference, Brooklyn April 13 (\$30.00 plus transportation)
- Jack Scott NYLA YSS Spring Conference April 13
- Sara Dallas, Erica Freudenberger and Jack Scott: Public Library Association Conference.

Mr. Mays moved, seconded by Ms. McComb, that the travel requests be approved. Ayes: All; Nays: None. Motion carried.

E. Mrs. Dallas reported that a SALS staff member was out for an extended period of time and was pleased with how the SALS staff volunteered to help cover those duties.

8. Director's Council Report: No report.

9. Announcements: Ms. Borden announced she was very thankful for Jack Scott visiting the Easton Library and being very helpful to their new Director.

Mr. Hornstein moved to adjourn the meeting. Motion carried. Meeting was adjourned at 2:09 p.m.

Respectfully submitted,

Cindy Mirra
Recording Secretary