

SOUTHERN ADIRONDACK LIBRARY SYSTEM

22 WHITNEY PLACE • SARATOGA SPRINGS NY 12866-4596

(518) 584-7300 ☐ FAX (518) 587-5589

SALS Board Meeting • **January 20th, 2015** at 1:03 p.m.
at the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, January 20, 2015 at the System Service Center and brought to order at 1:03 p.m. with President Frank Mezzano presiding.

Present were: Mmes. Hoover, McComb, and Nemer and Mssrs. Hornstein, Mays, Mezzano, Plantier and Wise. Also present were: Sara Dallas, Director at SALS, Bob Jeffords, SALS Treasurer, Kathy Naftaly, Director at Crandall Public Library in Glens Falls, 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. Connell, Debus, Payne and Mr. Odess.

1. **Approval of Board Meeting Minutes of November 18, 2014:** Mr. Mezzano asked if there were any additions, corrections, or deletions to the minutes of the November 18, 2014 Board meeting. Mr. Hornstein moved, seconded by Mrs. McComb, to approve the minutes of the November 18, 2014 SALS Board meeting as distributed. Motion carried.
2. **Treasurer's Report and Monthly Budget Report for November and December; warrants:** Mr. Jeffords reviewed the December Treasurer's report. Warrants 2014-33 through 2014-40 and TA14-23 through TA14-26 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 reported minutes from the JA meeting January 14, 2015 were distributed. Mr. Wise made the following motions:
 - Mr. Wise moved, seconded by Mr. Hornstein that the fees be kept the same in 2016 as 2015 (\$.09/item \$.11/circ). Motion carried
 - Mr. Wise moved, seconded by Mrs. Nemer to amend the 2014 JA budget, increase travel \$555 for a total of \$10,555. Motion carried.
 - Mr. Wise moved, seconded by Mr. Hoover to amend the 2015 JA budget, Increase: Hardware maintenance \$6,152, Software \$38,592 and membership fees \$215. Motion carried.
 - Mr. Wise moved, seconded by Mr. Hornstein to approve the reappointment of Kathy Gundrum to the Joint Automation Council for another three year term (Unaffiliated party seat). Motion carried.
 - Mr. Wise moved, seconded by Mr. Mays to approve the appointment of Russell Wise to replace Paul Mays on the Joint Automation Council (SALS Board seat). Motion carried.
 - Mr. Wise moved, seconded by Mrs. Nemer to approve reappointment of Kathy Naftaly to another three year term on the Joint Automation Council (SALS Central Library seat). Motion carried
 - B. **Other:**
 - i) Mrs. Dallas reported on the tax freeze legislation and its effects on all libraries that receive tax levy money. She has been working with the NYS Comptroller's Office to get information for SALS members. Tax freeze part 2 is the efficiency plan that will need to be filed with the NYS Division of Budget. Mr. Wise offered to investigate his contacts at the DOB for more information.
 - ii) The NYS Comptroller's Office is auditing libraries. Several of SALS members have been audited or are in the process of being audited. Mrs. Dallas covered some items that the auditors investigate and a handout was distributed.
 - iii) Mrs. Dallas shared the Advocacy Day schedule and encouraged the Board to attend.
 - iv) Mrs. Dallas discussed the status of the Outreach and Marketing Position interviews. The search will be extended to interview additional applicants.

- v) Mrs. Dallas informed the board that Michele Largeteau will be out on a medical leave after the upgrade in February.
- vi) Mrs. Dallas discussed various issues that affect member libraries including behavioral policy in regards to a patron and book sales in member libraries may be taxable. All libraries should have all employees fill out time sheets. It protects both the library and the staff. Libraries should pay minimum wage.

4. **Committee Reports:**

- A. **Audit & Finance:** Mr. Hornstein reported SALS was \$161,000 under budget for 2014.
- B. **Building:** Mr. Mays reported SALS is working with Sage Engineering to prepare a scope of work to obtain bids for the HVAC contract and the computer room redundant cooling.
Mrs. Nemer moved the following SALS Construction Challenge Grants be awarded:
Bolton Free Library - \$3,150, Town of Ballston Community Library - \$4,849, Galway Public Library - \$2,133, Hadley-Luzerne Public Library - \$4,868, Richards Library - \$5,000, Waterford Public Library - \$5,000. Motion carried.
- C. **Bylaws Committee:** No report.
- D. **Central Library Aid and Services:** Sara thanked the Crandall Public Library for using some of its Central Book Aid funds to pay for Ancestry.com systemwide.
- E. **County Aid Coordinators:** No report.
- F. **Library Services:** SALS Challenge Grants: Mrs. McComb moved that the following grants be awarded: Ballston Spa Public Library - \$4,042, Town of Ballston Community Library \$5,000, Galway Public Library \$4,988, Crandall Public Library \$4,873 with the stipulation classes open to all community members, Mechanicville District Public Library \$4,729. Motion carried
- G. **Personnel:** No report.
- H. **Trustee Nominating:** Upcoming expirations of terms:
 - (1) Judy Hoover (Washington County)--completing second five-year term; a recommendation for a replacement from Washington County is needed
The following have all agreed to continue:
 - (2) Christine Connell (Saratoga County) – up for 1st term
 - (3) Jordan Hornstein (Hamilton County) – up for 2nd term
 - (4) Karen McComb (Hamilton County) – up for 2nd term
 - (5) John Plantier (Warren County) – up for 2nd term

All of the trustees, except Ms. Hoover, expressed interest in serving for a full first term or second term. Linda Borden was suggested as a candidate for Washington County.

5. **Unfinished Business :**

- A. **Workplace Violence Policy:** Mr. Hornstein moved, seconded by Mr. Mays the Workplace Violence Policy be approved. Motion carried. (*Copy attached to the Official Minutes*).
- B. **Anti-harassment Policy:** Mr. Mays moved seconded by Mrs. McComb that the Anti-harassment Policy be approved. Motion carried. (*Copy attached to the Official Minutes*).
- C. **Credit Card Policy:** Ms. Hoover moved, seconded by Mr. Wise to approve the Credit Card Policy. Motion carried. (*Copy attached to the Official Minutes*).

6. **New Business:**

- A. **Approve Russell Wise to the JA Council to complete Paul Mays' term-** see Director's report JA
- B. **Approve Construction Challenge Grants** – see Building Committee report
- C. **Approve Early Adapter Challenge Grants** – see Library Services committee report

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

8. **Announcements:**

Next SALS Board Meeting will be on held February 17th at 1P.M.

Mrs. McComb moved, seconded by Mr. Mays to adjourn the meeting. Motion carried. Meeting was adjourned at 2:03 p.m.

Respectfully submitted,

Jill Martz
Recording Secretary