

SOUTHERN ADIRONDACK LIBRARY SYSTEM

22 WHITNEY PLACE • SARATOGA SPRINGS NY 12866-4596
(518) 584-7300 ☐ FAX (518) 587-5589

SALS Board Meeting • **June 16, 2015** at 1 p.m.
at the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, June 16, 2015 at the System Service Center and brought to order at 1:00 p.m. with President Frank Mezzano presiding.

Present were: Mmes. Borden, Connell, McComb, and Payne and Messrs. Hornstein, Mays, Mezzano, Plantier, Odess, and Wise. Also present were: Sara Dallas, Director at SALS, Bob Jeffords, SALS Treasurer, Jennifer Ferriss, Assistant Director at SALS, Jill Martz, Administration & Finance Manager at SALS, Jill Ryder, Collection Management Consultant at SALS.

Absent with prior notice were: Mmes. Debus and Nemer.

1. **Introduction of Newly Elected Board Member:** (Linda Borden, Washington County):
2. **Committee Assignments:** Committee assignments were in the Board folders; anyone wishing to serve on a different or additional committee was asked to contact Mr. Mezzano. (Copy of the Committee Assignments attached to the Official Minutes).
3. **Approval of Board Meeting Minutes of April 21, 2015 and the Annual Meeting, May 18, 2015:** Mr. Mezzano asked if there were any additions, corrections, or deletions to the minutes of the April 21, 2015 Board meeting. Mr. Mays moved, seconded by Mr. Hornstein, to approve the minutes of the April 21, 2015 SALS Board meeting as distributed. Motion carried. Mr. Mezzano asked if there were any additions, corrections or deletions to the minutes of SALS Annual Meeting May 18, 2015. Mr. Odess moved, seconded by Mr. Hornstein, to approve the minutes of SALS Annual Meeting May 18, 2015 as distributed. Motion carried.
4. **Treasurer's Report and Monthly Budget Reports for April and May; Warrants:** Mr. Jeffords reviewed the April and May Treasurer's and Monthly Budget Reports. Mr. Wise moved, seconded by Ms. Payne, that receipt of these reports be acknowledged and that they be filed for audit. Motion carried. Mr. Jeffords reported that no State Aid for the 2015-2016 fiscal year has been received. Warrants 2015-9 through 2015-14 and TA15-8 through TA15-11 were available for Board perusal. (*Copy attached to the Official Minutes*).
5. **Director's Report** (*in addition to the written report sent out with the Board Meeting packets*):
 - A. **Joint Automation Report:** The building lost power briefly during a storm resulting in the shutting down of the computer room air conditioning unit. TBS was called to resolve the issue. It was determined that the unit processor needed to be reset. TBS responded in a timely and professional manner. Diane Robinson came in and shut down some servers to keep the temperature of the room down. Some reporting functions were disrupted.
 - B. **Other:** Mrs. Dallas received good reviews regarding the SALS Annual Dinner venue, with 186 people attending.

Mrs. Dallas reported the parking lot is being repaired.

ALDS, the courier service has requested permission to park one vehicle in the SALS lot. During the day it will be the driver's vehicle, evenings and weekends it will be the delivery vehicle. All library materials will be locked in the garage overnight. They will provide us with a key in case the vehicle needs to be moved. Mr. Odess moved, seconded by Mr. Hornstein, that providing that ALDS meets all of the requirements listed and furnishes SALS with a certificate of insurance naming the Southern Adirondack Library System as additional insured they will be allowed to park one vehicle on SALS property. Motion carried.

Mrs. Dallas reported on the progress of the neighbor's fence project. Permission was given (with necessary certificate of insurance) to access fence from SALS property. Once the work is completed, they will repair any damage done to SALS's property.

Mrs. Dallas discussed that according to the SALS Plan of Service, each year, a survey is sent to all trustees and library staff. People are asked to evaluate SALS services by use, satisfaction and value. The results are used to help us understand how current services are being used, and develop the budget for the following calendar year. As of today, 84 people have answered, with a satisfaction rating of 98.6. The survey closes at the end of June.

The Personnel and Audit and Finance Committees will need to meet to develop a draft budget for the Board to review at its September meeting.

The Plan of Service process and proposal by June Garcia and Sandra Nelson was discussed. Mr. Mays moved, seconded by Ms. Payne, that a resolution to include the cost of the Plan of Service Project be included in the 2016 Budget. 9- yes, 1- no. Motion carried.

Mrs. Dallas discussed the NYS Construction grant changes and the challenges in compliance with the new M/WBE requirements for NYS construction grants in the amount of \$25,000 or more. This year's grant is due at SALS on or before September 1st and due to NYS mid-October.

6. **Committee Reports:**

- A. Audit & Finance: no report, but will be meeting in July.
- B. Building: no report
- C. Bylaws Committee: Ms. Debus will review the Bylaws at the September meeting.
- D. Central Library Aid and Services: no report
- E. County Aid Coordinators: Mr. Mezzano (Hamilton County Coordinator) reported that the Hamilton County budget should be the same as 2015.
- F. Library Services: no report
- G. Personnel: The Personnel Committee will meet in July.
- H. Trustee Nominating: no report

7. **Unfinished Business**: none

8. **New Business**:

- A. Placement of bank accounts:
 - i) Mr. Odess moved, seconded by Mr. Mays, to name Saratoga National Bank and Trust Company as depository of funds to be withdrawn with the signature of one of the following: President, Vice-President, or Treasurer. Motion carried.

- ii) Mr. Wise moved, seconded by Mrs. McComb, to name Adirondack Trust Company as depository of funds to be withdrawn with the signature of one of the following: President, Vice-President, or Treasurer; also that any one of the following be authorized to borrow funds: President, Vice-President, or Treasurer. Motion carried.
- iii) Mr. Odess moved, seconded by Mr. Wise, to designate Adirondack Trust as depository for AFLAC withholdings which are to be withdrawn by the Treasurer, President, Vice President, or an authorized AFLAC representative. Motion carried.
- iv) Ms. Payne moved, seconded by Mrs. Connell to authorize borrowing via credit cards by the President, Vice-President, or Treasurer within current limits. Motion carried.

- B. Annual Meeting---location for 2016 (58th) Annual Meeting: will be discussed in September.
- C. Approval of the new member of the Outreach Advisory committee: Ms. Payne moved, seconded by Mr. Hornstein, to approve Trooper Mike Anson as a new member of the Outreach Advisory committee. Motion carried.
- D. Review of the Plan of Service proposal: see Director's report
- E. New Conflict of Interest Policy: Ms. Payne moved, seconded by Mr. Mays to rescind the SALS Conflict of Interest Policy. Motion carried. Mr. Hornstein moved, seconded by Mr. Odess to approve the new Conflict of Interest Policy (copy attached to official minutes).
- F. Revised constructions guidelines: Not addressed, need more information regarding the M/WBE requirements.
- G. Set dates for Audit & Finance and Personnel committee meetings: The Personnel Committee will meet July 21, 2015 at 11 AM. The Audit & Finance Committee will meet July 21, 2015 at 12 PM.
- H. Change date for September Board Meeting: Mrs. McComb moved, seconded by Mr. Hornstein the September Board meeting be changed to September 22, 2015.

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

10. **Announcements:**

Mr. Mays moved, seconded by Mr. Mezzano to adjourn the meeting. Motion carried. Meeting adjourned at 2:15 p.m.

Respectfully submitted,

Jill Martz
Recording Secretary