

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **March 27th, 2018** at 1:01 p.m.

At the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, March 27, 2018, at the System Service Center and brought to order at 1:01 p.m. with President Jordan Hornstein presiding.

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

1. **Public Comment:** No comments

2. **Approval of Board Meeting Minutes of February 20, 2018:** Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the February 20, 2018, Board meeting. Mr. Mays moved, seconded by Ms. Payne, to approve the minutes of the February 20, 2018, SALS Board meeting as distributed. Ayes: All; Nays: None. Motion carried.

3. **Treasurer's Report and Monthly Budget Report for February; warrants:** Mr. Jeffords reviewed the February Treasurer's report. Ms. Connell moved, seconded by Ms. Payne that receipt of the February reports is acknowledged and filed for audit. Motion carried. Warrants 2018-5 through 2018-6 and TA18-4 through TA18-5 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 that JA would no longer support the PC model, HP 6305 by the end of June 2018. A reminder was sent to the libraries to retire the machines. The most recent BIOS upgrades means a JA staff member must physically visit sites to upgrade the machines.

Crandall's Outreach project will go live April 9, 2018. The project will use the Borrow By Mail feature of Polaris and the project is limited to Crandall borrowers for books.

Quipu has been fine-tuning the program (for the Patron/statistical class project) and Diane Robinson will take part in a demonstration. When some of the problems are fixed to JA standards, there will be another demonstration for member library staff which has been scheduled for April 11th at 10 a.m. at SALS.

In January, there were changes in the PCI scanning requirements. The JA staff had to quickly investigate and make changes to the router configurations to accommodate these requirements. The changes went into effect on Jan 31, 2018. Saratoga was rescanned and passed. The same changes were applied to Clifton Park-Halfmoon Public Library, Crandall Public Library and Schenectady County Public Library.

It was originally thought that the entire firewall was going to be at end of support this year, but upon investigation, it is just the IDS/IPS (Intrusion Detection System/Intrusion Prevention System).

There are still many problems with the Zepheira product. Mrs. Dallas and Sharon O'Brien will meet with III to discuss the many issues with the product.

B. *Other:*

Mrs. Dallas asked the Board to see the enclosed Independent Auditors Report Binder and thanked Bob Jeffords and Dianne Winter for the high quality of work they demonstrated. Mrs. Dallas asked the board members to leave the binders in their folders for the June board meeting with the Auditors.

Mrs. Dallas has been working with very talented and smart people on a Special American Library Association's Task Force on Sustainability. The Special ALA Task will make recommendations for the ALA Executive Board to increase the adoption and implementation of sustainable practices by the Association, the profession, libraries and the communities they serve. The ALA Executive Board is asking for a final report by the 2018 New Orleans conference. The definition of sustainability: to be truly sustainable, an organization or community must embody practices that are environmentally sound, economically feasible, and socially equitable.

The task force is seeking answers from the ALA membership:

How the Association may provide leadership and serve as a model for sustainability practices more broadly in the profession;

How the Association may provide leadership in the adoption of sustainability practices in libraries;

How libraries may provide leadership and serve as a model for sustainability in the communities they serve;

Libraries as Inspiration/Catalyst

Libraries Lead the Way

Model: sustainable/resilient/generative facility design; sustainable building operations & grounds; the celebration of diversity, inclusion and equity through internal practices (e.g. recruitment, hiring, benefits);

Educate: provision of proactive education/collections/programs on topics related to the Triple Bottom Line (environment, economics, social equity);

Innovate: creation of tools, technologies and programs to help other industries operate sustainably; facilitate their community's sharing economy;

Libraries as Conveners

Libraries Activate Communities

Surface Shared Solutions: moving from debate to dialogue to deliberation (Libraries Transform)

Life, Liberty & the Pursuit of Happiness: focus on community happiness and self-sufficiency

Visionary Partnerships: seek out partnerships that will result in collective impact teams

Libraries Contribute to Community Resilience

At the Table: Libraries actively participate in resiliency/disaster preparedness planning/recovery efforts for their library and their community.

Social Cohesion: Focus on creating a community in which people respect, understand and empathize with one another.

Mrs. Dallas shared that she will be co-hosting/facilitating an online forum to test perceptions about sustainability in the context of association, profession and libraries and to identify ideas for the future – best practices and exemplars nationally with her PLA colleagues on Thursday, April 26 from 2-3 p.m.

ALA - Mrs. Dallas as chair of the ALA Committee on Professional Ethics is working with committee members to review core documents like the ALA Code of Ethics for inclusion in the 10th edition of the Intellectual Freedom Manual. Mrs. Dallas has been asked to chair the committee for the next year.

The ALA nominating committee approved Mrs. Dallas to stand for another term as Councilor at Large. She will find out if she won by mid-April. She has also been asked to serve on the ALA Committee on Rural and Tribal Libraries.

Mrs. Dallas was also asked by ALA President Jim Neal to write the informational document supporting the revision in the ALA Executive Director job description to include “MLS preferred”.

Mrs. Dallas attended PLA in Philadelphia, albeit delayed by weather. She participated in Speed Mentoring and resume/interview mentoring. All of the programs she attended were outstanding. She also spoke with vendors regarding some issues with a product. A conference call is scheduled to discuss the concerns in detail.

Mrs. Dallas reports that an increase in federal funding for libraries passed. The two houses have increased funding for library construction and library services and programs.

Mrs. Dallas is working with NYS colleagues to develop a new regulation for trustee continuing education. The regulation would mean three hours of continuing education per trustee (public, association, tribal libraries and library systems). A draft regulation and Q&A sheet were written. The next steps will be sharing it with other public library system directors, then with the Division of Library Development.

Mrs. Dallas shared that a resident of a school district visited her in March. The resident expressed some concern regarding the election process at a member library. Mrs. Dallas reached out to the Division of Library Development and the member library. She received a letter from the resident expressing disappointment that she reached out to the member library director for clarification and background.

Mrs. Dallas is working with a member library to finalize variances and developing a plan for the library to meet minimum standards – community based plan of service, budget reflecting the plan of service and board approved annual report.

Mrs. Dallas was asked to be part of a panel discussion regarding supervision of library staff. She will be representing the demographic “Baby Boomer Director”. The program was approved to be presented at the 2018 Joint Conference of Librarians of Color (JCLC), Albuquerque, NM, September 26-30.

“Challenges of Managing Inter-generational staff: who does it best, Baby Boomers, Generation X or Millennials?”

Registration will be \$300.00 if paid before April 16.

5. Committee Reports:

- A. Audit & Finance: Mr. Wise reported that the Auditors will be back for the June Board meeting.
- B. Building: Mr. Mays reported the handrail areas need to be primed. The LED lighting is almost done. Mr. Mays conveyed that he would be happy to come back after his last meeting in May to assist the new Chair of the Building Committee.
- C. Bylaws Committee: No report.
- D. Central Library Aid and Services: No report.
- E. County Aid Coordinators: No report.
- F. Library Services: Mrs. Dallas reported that the Program of the Year & Trustee of the Year reminders were sent out again this week as the deadline is March 30, 2018.
- G. Personnel: Mr. Mays stated that he would be available for the meeting at noon on April 17, 2018 prior to the Board meeting but would not be able to attend the Board meeting at 1 p.m.
- H. Trustee Nominating: Mrs. Dallas reported that we have a ballot for the annual meeting: Carol Kuhr will be on the slate to represent Washington County first term 2023. Janet Lindner will be on the slate for Saratoga County – first term 2023. Elaine Cowin will be on the slate for Warren County – first term 2023.

6. Unfinished Business: None.

7. New Business:

- A. Executive Session: Mr. Hornstein motioned, Mr. Wise moved, seconded by Ms. Borden. No action taken.
- B. Ms. Nemer moved, seconded by Ms. Payne, that the Mechanicville variance be approved. Ayes: All; Nays: None. Motion carried.
- C. Ms. Payne moved, seconded by Mr. Mays, that the September 26-30 Conference be approved for Mrs. Dallas to attend. Ayes: All; Nays: None. Motion carried.

8. Director’s Council Report: No report.

9. Announcements: Mrs. Dallas ask the board of trustees to stay briefly after the meeting is adjourned.

Ms. Payne moved, seconded by Mr. Mays to adjourn the meeting. Motion carried. The meeting was adjourned at 1:50 p.m.

Respectfully submitted,

Cindy Mirra
Recording Secretary