

# SOUTHERN ADIRONDACK LIBRARY SYSTEM

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

SALS Board Meeting • **November 19, 2013** at 1 p.m.  
at the System Service Center

## MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, November 19, 2013 at the System Service Center and brought to order at 12:55 with President Arnold Elman presiding.

Present were: Mmes. Debus, Hoover, McComb, Nemer and Payne, and Mssrs. Elman, Hornstein, Mays, Mezzano, and Odess. Also present were: Sara Dallas, Director at SALS, Jill Martz, Administration Assistant & Finance Officer at SALS, and Jill Ryder, General Librarian and Outreach Consultant at SALS.

Absent with prior notice were: Mssrs. Mosher and Plantier.

1. **Approval of Board Meeting Minutes of October 15, 2013:** Dr. Elman asked if there were any changes, additions, or corrections to the minutes of the October 15, 2013 Board meeting. Hearing none, he declared the minutes approved as distributed.

2. **Treasurer's Report and Monthly Budget Report for October; warrants:** Mr. Jeffords reviewed the October Treasurer's and Monthly Budget Report. Mrs. McComb moved, seconded by Mr. Hornstein, that receipt of the October Treasurer's and Monthly Budget Reports be acknowledged and that they be filed for audit. Mrs. McComb also moved, also seconded by Mr. Hornstein, to transfer \$20,000 from the following expense budget lines to Building Maintenance for the purchase of the new rooftop unit :

|            |              |
|------------|--------------|
| Equipment  | \$ 1,000     |
| Supplies   | 2,000        |
| Postage    | 1,000        |
| Travel     | 3,000        |
| Utilities  | 10,000       |
| Insurance  | 1,000        |
| Automotive | <u>2,000</u> |
| Total      | \$20,000     |

Be it further moved that NYS Grant-in-Aid income be increased by \$10,000 and NYS Grant-in-Aid expense be increased by \$10,000. Motion carried. Warrants 2013-29 through 2013-34 and TA13-20 through TA13-22 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 packet*):  
A. **Joint Automation Report:** At the JA meeting last week, the JA staff announced that computers with the XP operating systems would no longer be supported by JA. Microsoft is no longer supporting XP.

JA fees will increase in 2015 from 10¢ to 11¢ per circulation. The increase is needed due to firewall and intrusion testing and replacing servers. An Innovation Committee will be formed to help identify and study new initiatives. Mr. Hornstein moved, seconded by Ms. Hoover, to approve the JA fee increase. Motion carried.

A request for proposals has been sent out for intrusion testing of the firewall.

- B. Other: Collection HQ is moving forward; training will be held in early December.

Hudson Falls Free Library has named a new interim Director, Sarah Cordts. Jennifer Ferriss and Mrs. Dallas have been working with the Hudson Falls Board President and Sarah.

Sarah Farrar, long time Director at Richards Library in Warrensburg will be retiring at the end of the year. Michael Sullivan has been named the new Director. Jennifer Ferriss and Mrs. Dallas have been working with Mr. Sullivan.

Mr. Jeffords and Mrs. Dallas visited the Whitehall Free Library to talk to the library Board. Ayla McKee has been appointed Director.

Materials for the keyless entry to SALS have been ordered.

Four of SALS libraries have been named *Library Journal's* Star Libraries: Bolton Free Library-3 stars, Cambridge Public Library-5 stars, Town of Indian Lake Public Library-3 stars, Schuylerville Public Library-3 stars. These libraries received star status using per capita output measures—circulation, library visits, program attendance and use of public internet computers. These numbers are reported in the State Annual Reports. The article in *LJ* states that libraries should start collecting how libraries are used virtually including wireless use and visits to the library's website. Mrs. Dallas was happy to report the usage of WiFi access can now be measured thanks to the new Meraki routers.

The Technology and Facilities Upgrade Challenge Grants need to be sent out before the end of the month. The deadline will be to mid-January, giving libraries two months to apply.

Mrs. Dallas would like to have the next SALS Board meeting (January 21) at the Richards Library in Warrensburg. By Board consensus, the next SALS Board meeting will be at the Richards Library in Warrensburg. A car pool from SALS will be available. Future Board meetings may be held at libraries that have received State Construction Grant funds.

4. **Committee Reports:**

- A. Audit & Finance: no report
- B. Building: no report
- C. Bylaws Committee: no report
- D. Central Library Aid and Services: no report
- E. County Aid Coordinators: It is reported that Warren County has increased its library aid; Hamilton County library aid remains the same. A Grant has been submitted to Saratoga County to include library funding in the 2014 budget.
- F. Library Services: no report

- G. Personnel: The Personnel Committee recommended the adoption of the \$500 Annual Carryover Plan Amendment to the SALS Employee Benefit FSA Plan administered by AFLAC/Takecare WageWorks. (Copy attached to the Official Minutes). Motion carried.

The Personnel Committee recommends adopting the GSA schedule with varying meal allowances based upon location. Motion carried.

The SALS Personnel Committee recommended offering the following plans for SALS staff: MVP Liberty Platinum 1; Blue Shield Platinum Standard and NY State Empire Plan. Although Blue Shield and MVP cancelled previous plans, the SALS Board is committed to provide the best plans available to SALS employees during this time of uncertainty and change. Motion carried.

- H. Trustee Nominating:

- i) Upcoming term expirations:

- (1) *Arnold Elman—(Saratoga County)--completing second five-year term and not eligible for another term.*

5. **Unfinished Business**:

6. **New Business**:

- A. Letter of Engagement from Flynn, Walker, Diggins: Mrs. Debus moved, seconded by Ms. Payne, to authorize Dr. Elman to sign the Letter of Engagement from Flynn, Walker, Diggins, SALS auditors. Motion carried.
- B. Approve NYLA Dues and Board Representation: The dues structure for NYLA has changed. SALS will have seven memberships when it joins as an institution. Mrs. Dallas, Jennifer Ferriss, Jill Ryder, Diane Robinson and Michele Largeteau will count as five memberships. Mrs. Dallas would like to offer two memberships to the Board. Mr. Mays and Ms. Payne expressed interest.
- C. Approve Maria Lange, Program manager for Literacy NY Greater Capital Region to the SALS Outreach Advisory Council. She replaces Sue Hensley-Cushing: Mr. Odess moved, seconded by Ms. Payne, to approve the appointment of Maria Lange to the Outreach Advisory Council. Motion carried.
- D. SALS Cookie Exchange/Holiday Luncheon: SALS annual Cookie Exchange/Holiday Luncheon will be Monday, December 16<sup>th</sup>. The Board is invited. Please bring three dozen cookies if you want to participate in the Cookie Exchange, and let Nancy B. know if you are coming for the luncheon.

7. **Director's Council Report**:

- 8. **Announcements**: The LTA (Library Trustees Association) has agreed to be part of NYLTO. Kim Garret of the Stillwater Free Library Board of Directors is SALS representative on LTA.

Mrs. Nemer moved, seconded by Mrs. McComb to adjourn the meeting. Motion carried. Meeting adjourned at 1:47 p.m.

Respectfully submitted,

Nancy L. Bowen  
Recording Secretary