

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **October 18, 2011** at 1 p.m.
at the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, October 18, 2011 at the System Service Center and brought to order at 1:03 p.m. with President Arnold Elman presiding.

Present were: Mmes. Helms, McComb, and Payne, and Mssrs. Elman, Hornstein, Mays, and Plantier. Also present were: Sara Dallas, Director at SALS, Jennifer Ferriss, Bibliographic Database Specialist at SALS, Jill Martz, Administration and Finance Manager at SALS, Christine McDonald, Director at Crandall Public Library, and Ike Pulver, Director at Saratoga Springs Public Library.

Absent with prior notice were: Mmes. Gold, Hoover, and Nemer, and Mssrs. Jeffords and Mosher.

1. **Approval of Board Meeting Minutes of June 28, 2011 and September 20, 2011:** Dr. Elman asked if there were any changes, corrections or additions to the minutes of the June 28th Board meeting, or the September 20th Board meeting. Hearing none, he declared the minutes of both meetings approved as distributed.
2. **Treasurer's Report and Monthly Budget Reports for June, July, August and September; warrants:** Mrs. Martz briefly reviewed the Treasurer's Reports and Monthly Budget Reports. Mrs. Helms moved, seconded by Ms. Payne, that receipt of the Treasurer's Reports and Monthly Budget Reports for June, July, August and September be acknowledged and that they be filed for audit. Motion carried. Warrants 2011-19 through 2011-32 (June through August) and 2011-33 through 2011-35 (September) and TA11-12 through TA11-18 (June through August) and TA11-19 through TA11-20 (September) 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 packets):
 - A. **Joint Automation Report:** JA Staff is preparing for a Polaris update on 10/25—10/26 from 9 p.m. to 9 a.m. The new PC order has been submitted and should be received before the end of this calendar year.
 - B. **Other:** Included in your folders is a document with some further information on the 2% tax cap issue. Mrs. Dallas has been visiting libraries to suggest library boards consider becoming a self-taxing district.

Please register for PLA as soon as possible to qualify for the discount.

Mrs. Dallas thanked Paul Mays and Heather Hasselbacher for pulling together the SALS Construction Grant information; it was done in one week. Next year, the Construction Grants will not require a 50-50 match in funding for some libraries. There will be 75% from DLD and 25% from the library in an economically disadvantaged area. It is up to SALS Board to determine what is considered an economically disadvantaged library.

NYLA will be in Saratoga Springs the first week of November. Dr. John King will speak at 9:15 November 3 at the Saratoga Hilton.

The Regents Advisory Council is working on a program “20/20 Vision for Libraries.”

Variance requests have been submitted for Fort Edward Free Library and Greenwich Free Library. Fort Edward Free Library revised their charter, at DLD’s suggestion, to include the Town of Fort Edward. This meant the library was required to be open an additional 10 hours per week. Since the library does not have enough funding to be open an additional 520 hours per year, they will apply to revise their chartered area to serve back to the Village of Fort Edward. The Greenwich Free Library does not have a Plan of Service, but is now working on one.

The Directors Council is trying to schedule a meeting; Christine McDonald is working on this.

CDLC is working on their 5 Year Plan of Service.

4. **Committee Reports:**

A. **Audit & Finance:**

- i) *Review revised 2011 budget*—Mrs. Martz reviewed the revised 2011 budget. Mr. Mays moved, seconded by Mrs. Helms, to accept the revised 2011 budget as presented. Motion carried.
- ii) *Review proposed 2012 budget*—Mrs. Martz reviewed the proposed 2012 budget which was based on monies received in 2011. Mrs. Dallas noted that there would be no salary increase. Ms. Payne moved, seconded by Mr. Hornstein, to accept the proposed 2012 budget as presented. Motion carried.

B. **Building:**

- i) The Building Committee has been reviewing available space, possible uses and ways to make the building more energy efficient. Many issues including legal, architectural, and real estate value are being considered. Possible uses considered were renting space, member library storage space, and services to member libraries. The Committee recommends converting the former Acquisitions/Technical Services area into a training space and applying for a NYS Construction Grant. The project is estimated at a cost of \$120,455 with \$60,227 in matching funds. There is more than enough in the Capital Fund to cover SALS share. Discussion followed. Motion carried.
- ii) NYS Construction Grants: Mr. Mays reviewed the NYS Construction Grants submitted by the member libraries:

2012 Construction Grant Applications	Project	Project Amount	Requested Amount
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Crandall Public Library	Laptop Space	\$7,066	\$3,533
Long Lake Library	Attic-Energy Savings	19,849	9,924
SALS	Training Lab	120,455	60,227
Saratoga Springs Pub. Lib.	2 nd Fl. Renovations	435,805	217,902
Stillwater Free Library	Furnace	5,299	2,649
Stony Creek Free Library	Windows, Electrical	5,181	2,590
Waterford Public Library	Library Renovations	51,628	25,814
Totals		\$645,283	\$322,639
Amount available			\$389,713
Gap			\$67,074

As Chair of the Building Committee, Mr. Mays recommended approval of all of the Construction Grants as submitted. Motion carried.

C. Bylaws Committee:

D. Central Library Aid and Services:

E. County Aid Coordinators:

F. Library Services:

i) Construction Grants—See Building Committee Report, above.

G. Personnel:

H. Trustee Nominating:

I. Annual Meeting Committee:

i) Location for 2012 (54th) Annual Meeting: The location for the 2012 SALS Annual Meeting (May 21, 2012) will be the Lodge at Echo Lake in Warrensburg, Warren County. Libby Post will present a program on Library Sustainability. Discussion followed on ways to increase attendance. The Committee to Select an Annual Meeting Location (CoToSAAML) will meet again to discuss options.

5. Unfinished Business:

6. New Business:

A. Approve Free Direct Access Plan (90.3): Mrs. Dallas discussed the Free Direct Access Plan. Mrs. McComb moved, seconded by Ms. Payne to approve the Free Direct Access Plan as revised and distributed.

B. Approve SALS Plan of Service 2012—2016: Mrs. Dallas discussed the draft of SALS Plan of Service 2012—2016, which was distributed in September. Mrs. Helms moved, seconded by Mr. Mays, to approve SALS Plan of Service 2012—2016. Motion carried.

C. Letter of Engagement from Flynn, Walker, Diggins: Mr. Mays moved, seconded by Ms. Payne, that Dr. Elman be authorized to sign the Letter of Engagement with Flynn, Walker, Diggins (SALS Auditors). Motion carried.

D. Variances: Mrs. Dallas explained the Requests for Variance from Fort Edward Free Library and Greenwich Free Library. Ms. Payne moved, seconded by Mrs. Helms, that SALS recommend approval of the Request for Variance from both libraries. Motion carried.

7. **Director's Council Report:** Ms. McDonald announced the Directors Council would meet in November.
8. **Announcements:** The Military Museum will have a program by Jessie Eisenberg on 10/24 from 7 to 9 on the Philosophers on War.

Mr. Mays announced that on Friday, November 4th (during NYLA) Butler, Rowland, Mays will have a wine and cheese reception from 5:30 to 7:30 p.m.

Mr. Pulver, Director at Saratoga Springs Public Library, thanked SALS Board for their consideration of the Construction Grant.

Dr. Elman declared the meeting adjourned at 2:24 p.m.

Respectfully submitted,

Nancy L. Bowen
Recording Secretary