

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **October 18, 2016** at 1:02 p.m.

At the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, October 18, 2016 at the System Service Center and brought to order at 1:02 p.m. with President Frank Mezzano presiding.

Present were: Mmes. Borden and Debus, and Messrs. Hornstein, Mays, Mezzano, Odess, Plantier 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. Connell, McComb, Nemer and Payne.

1. **Public Comment:** None

2. **Approval of Board Meeting Minutes of September 20, 2016:** Mr. Mezzano asked if there were any additions, corrections, or deletions to the minutes of the September 20, 2016 Board meeting. Ms. Debus moved, seconded by Mr. Hornstein, to approve the minutes of the September 20, 2016 SALS Board meeting as distributed. Motion carried.

3. **Treasurer's Report and Monthly Budget Report for September; Warrants:** Mr. Jeffords reviewed the September 2016 Treasurer's and Monthly Budget Reports. Mr. Mays moved, seconded by Ms. Debus, that receipt of the September report be acknowledged and filed for audit. Motion carried. Warrants 2016-28 through 2016-29 and TA16-19 through TA16-20 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*):

With sadness, Ms. Dallas reported the passing of Laura Fisher – former director of the Mechanicville District Public Library and the Stillwater Free Library.

Schuylerville Public Library has applied for an absolute charter, but it has been denied by the Division of Library Development, citing:

The normal procedure is for a library to have a provisional charter for 5 years and then apply for an absolute or for an extension of the provisional charter. This is particularly important when, as in your case, the library is going to a school district model where the board is now elected and the budget is put up for a vote. In addition, the population served has increased dramatically from the village population of 1,386 to the school district population of 9,881.

It takes a while for a library to adapt to all these changes and to serving the entire new service area. For example:

- as a village public library most of the village residents were registered borrowers. Now as a school district public library, those numbers have not increased much and thus about 8,000 residents are not registered borrowers.
- Though the amount of funding has increased, it has gone from expenditures of around \$60 per capita to approximately \$14 per capita.

It is felt, during the next two years, the Schuylerville Public Library will continue to grow its funding, collection, programming, and services to meet the needs of the entire service area and should apply for the absolute charter to replace the provisional charter at that time.

There is no difference in the legal status of a library whether it has a provisional or an absolute charter. It is still entitled to the same state and local funding and still required to submit the same state reports.

SALS assisted Lauren Comito and an organization called Urban Libraries Unite (ULU) in organizing the first NYLA service day, on Wed. Nov 2 from 1-4 at the Franklin Community Center assisting in the food pantry.

Hannaford, on Weibel Ave, Saratoga Springs chose SALS for its Hannaford Helps, reusable bags. To date, SALS has “earned” \$43.00 (A dollar a bag sold in October).

Director searches continue for:

Mechanicville – the board must follow Civil Service and Minimum Standards

Salem – helped in developing a job announcement

SALS Plan of Service was approved by the NYS Education Department.

Sara may be called for jury duty October 24-28.

She has been asked to serve on the PLA 2018 Nominating Committee.

SALS staff are still looking for a venue to hold the annual meeting since the Marriott in Lake George will not be ready in time. Any suggestions are welcome.

Four candidates have been interviewed for the Outreach Librarian position. An offer has been made.

Ms. Borden wanted it noted, as the minimum standards are revised, not all libraries have the resources to make the changes that may be required, and hopes that this will be taken into consideration.

Joint Automation

The last PC order for 2016 was announced. The deadline for orders is October 31st.

JA staff met with CPH and their new IT person, Tom Schlatter. The JA staff gave Tom an overview of JA and demonstrated the new version of Apple Configurator for managing iPads.

Town of Ballston Community Library had problems with their iPad lab (took updates when we told them not to). The iPad setup was delivered to Town of Lake Pleasant Public Library.

JA staff is still working on Office 365.

LEAP training has begun. JA is helping to support the SALS and MVLS trainers.

JA staff is working with Don (Saratoga Springs) to refine their RFP for RFID.

Diane Robinson Eric Trahan and Michele Largeau continue to work with CGR to define the project to improve patron location information for Polaris registrations.

A draft Security Policy was given to the JA Council for comment.

Planning for purging old fines and patrons has begun. Fine purging is something that has never been done in Polaris. This functionality has been added and it is being enhanced it to fit our needs.

JA worked to get quotes for the SALS libraries for Meraki renewals expected in 2018.

Working with the Crandall Public Library staff on hardware that is PCI compliant.–

There have been various network issues and other support issues, 219 SysAid calls since Aug 27 – the top being Polaris, PCs, and User accounts.

5. Committee Reports:

A. Audit & Finance: Mr. Wise reported the budget will be discussed during unfinished business.

B. Building: Mr. Mays presented the SALS NYS DLD Construction Grant.

C. Bylaws Committee: no report

D. Central Library Aid and Services: no report

E. County Aid Coordinators: Ms. Dallas reported that she has made a request for an increase in aid for 2017 with Warren County.

F. Library Services: no report

G. Personnel: no report

H. Trustee Nominating: no report

6. Unfinished Business:

- A. Approve proposed 2017 and Revised 2016 Budget: Mr. Wise moved, seconded by Mr. Odess, the proposed 2017 Budget be approved. Motion carried. Mr. Wise moved, seconded by Ms. Borden, the revised 2016 budget be approved. Motion carried. Mr. Wise commended the SALS Director and staff for their good fiscal management.
- B. Review/approve 2017 SALS NYS Construction grant: Mr. Mays reviewed the SALS NYS Construction grant. Mr. Mays moved, seconded by Ms. Debus, that the grant be approved in the amount of \$124,053 at the 50% match and that the money to pay SALS 50% portion be taken from the fund balance. Motion carried.

7. New Business:

- A. Travel: Mr. Odess moved, seconded by Ms. Debus, that Jennifer Ferriss travel to Strong Roots training 12/05/16 and attendance at the CDLC annual meeting 11/16/16 be approved. Motion carried.
- B. Letter of Engagement from Flynn, Walker, Diggin C.P.A., P.C.: Mr. Hornstein moved, seconded by Mr. Wise, to authorize the SALS President and Treasurer to sign the engagement letter. Motion carried.
- C. Authorize ACH payments of NYS Retirement (monthly) and NYS Deferred Compensation (bi-weekly of employee payroll withholding): Mr. Odess moved, seconded by Mr. Wise, to authorize ACH payments to NYS Retirement System and NYS Deferred Compensation. Motion carried.
- D. Ms. Dallas report on Outreach position: Erica Freudenberger has accepted the position. Ms. Dallas reviewed her resume with the Board. Ms. Freudenberger is currently enrolled in an online MLIS program and has stated she will complete it Spring 2019. She will be giving one month notice to her employer and will start at SALS on November 28, 2016. Mr. Hornstein moved, seconded by Mr. Wise, to approve the appointment of Erica Freudenberger. Motion carried.

8. Director's Council Report: no report

9. Announcements: Ms. Debus moved to adjourn the meeting. Motion carried. Meeting adjourned at 1:45 p.m.

Respectfully submitted,

Jill Martz
Recording Secretary