

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **October 20th, 2015** at 1:01 p.m.
at the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, October 20, 2015 at the System Service Center and brought to order at 1:01 p.m. with President Frank Mezzano presiding.

Present were: Mmes. Borden, Connell, Debus, McComb, and Messrs. Hornstein, Mezzano, Odess, Plantier and Wise. Also present were: Sara Dallas, Director at SALS, Bob Jeffords, SALS Treasurer, Jennifer Ferriss, SALS Assistant Director & Community Liaison, and Jill Martz, Administration & Finance Manager at SALS
Excused absence: Ms. Nemer and Payne and Mr. Mays.

1. **Approval of Board Meeting Minutes of September 22, 2015**: Mr. Mezzano asked if there were any additions, corrections, or deletions to the minutes of the September 22, 2015 Board meeting minutes. Ms. Debus moved, seconded by Mr. Odess, to approve the minutes of the September 22, 2015 SALS Board meeting as distributed. Motion carried.
2. **Treasurer's Report and Monthly Budget Report for September; warrants**: Mr. Jeffords reviewed the September Treasurer's report. Mr. Wise moved, seconded by Mrs. Borden, that receipt of the September report be acknowledged and that they be filed for audit. Motion carried. Warrants 2015-24 through 2015-33 and TA15-18 through TA15-20 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 packets*):
 - A. The SALS System Headquarters is now in compliance with the Saratoga Springs Fire Department.
 - B. SALS has asked for a quote for Cyber insurance which will protect SALS in case of a security breach.
 - C. Galway Public Library withdrew its construction application and Stillwater amended their grant application. Mrs. Dallas recommended that these grant funds be allocated to the Schuylerville Public Library's application that was inadvertently omitted. Mrs. Dallas reported that M/WBE is not required for NYS Construction grants. It has been determined this program is state aid, not grant aid. M/WBE is still recommended. Mrs. Dallas requested from the Division of Library Development, any unused state aid help fund SALS project not funded at the 75% level.
 - D. Mrs. Dallas received a call from Galway Public Library asking about returning unused 2015 State Construction grant aid the library received.
 - E. DLD has hired two new staff members and expects to process the construction grants more quickly.
 - F. The Library Efficiency Plan submitted for Saratoga County Libraries and Crandall was approved. Mrs. Dallas worked with Alex Gutelius, Director, Clifton Park-Halfmoon Public Library, on the plan.
 - G. No comments were received from the member libraries regarding the 2016 SALS draft budget.
 - H. Mrs. Dallas reported Washington County EOC has contacted her regarding setting up a meeting among the Washington County libraries and the EOC to see how we can partner in their efforts to reduce poverty in Washington County.

Library as Civic Resource

Libraries (the building and its resources) can help deliver public health information, immigration and citizenship services, government jobs information, disaster response and recovery information. It is a neutral space that can strengthen citizen-to-citizen and citizen-government partnerships. It is able to assist in virtual engagement.

- I. It was reported by the State Librarian, Bernie Margolis, that Jeffrey Cannell is no longer Deputy Commissioner of Cultural Education. Mr. Margolis now reports directly to the Executive Deputy Commissioner, Beth Berlin.
- J. NYS informed SALS that the annual reports are changing but no details are available yet. We have requested clarification in order to be able to report accurately the information they are requesting.
- K. Mrs. Dallas will be presenting a program at NYLA on interviewing, resume and cover letter tips for new graduates.

4. **Committee Reports:**

- A. Audit & Finance: no report
- B. Building: The glycol content in the boiler system has been tested and has a freeze point of -4° F with a burst point of -60° F.
- C. Bylaws Committee: Ms. Debus discussed that she will review the updated Trustee Handbook before presenting the finished bylaws. They will be available at the November Board meeting.
- D. Central Library Aid and Services: Mr. Jeffords reported the Central Library Aid has been distributed.
- E. County Aid Coordinators: Mrs. Dallas reported the Saratoga County Aid application has been submitted. Mr. Mezzano (Hamilton County Coordinator) reported that he will be attending the budget meeting for Hamilton County in November and anticipates that the aid will remain at \$11,500. No change is anticipated for Warren.
- F. Library Services: No report.
- G. Personnel: No report.
- H. Trustee Nominating: No report.

5. **Unfinished Business :**

- A. Approve proposed 2016 budget: Mr. Wise moved, seconded by Mr. Hornstein that the 2016 SALS Budget be approved as presented. Motion carried.
- B. Review, revise, approve 2016 Construction grants: Mr. Wise moved, seconded by Mr. Hornstein the construction grants approved at the September 22, 2015 be rescinded and the revised grants be approved (*Copy attached to the Official Minutes*). Ms. Debus made a motion to amend the chart as presented to allot 75% funding to Schuylerville Public Library and reduce funding to Saratoga Springs Public Library. There was no second. Original motion carried with one opposition.

New Business:

- A. Letter of Engagement from Flynn, Walker, Diggin CPA, P.C.: Mr. Odess moved, seconded by Ms. Debus to authorize the SALS President and Treasurer to sign the engagement letter. Motion carried.

- 6. **Director's Council Report:** They met last week. Ike Pulver has agreed to serve as chair. They discussed whether to stay with Overdrive for e-content or use a different vendor.

7. **Announcements:**

Next SALS Board Meeting will be on held November 17, 2015 at 1 p.m.

Mrs. McComb moved, seconded by Mr. Odess to adjourn the meeting. Motion carried. Meeting was adjourned at 1:45 p.m.

Respectfully submitted,

Jill Martz
Recording Secretary