

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **September 11, 2012** at 1 p.m.
at the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, September 11, 2012 at the System Service Center and brought to order at 1:06 p.m. with President Arnold Elman presiding.

Present were: Mmes. Gold, Hoover, McComb, and Payne, and Mssrs. Elman, Mays, Mezzano, Mosher, Odess, and Plantier. Also present were: Sara Dallas, Director at SALS, Jennifer Ferriss, Automation Training & Support and Youth Services Consultant at SALS, Bob Jeffords, SALS Treasurer, Jill Martz, Administration and Finance Manager at SALS, Kathy Naftaly, Acting Director at Crandall Public Library, and Tim McDonough, Director at Waterford Public Library.

Absent with prior notice were Mrs. Nemer and Mr. Hornstein.

1. **Approval of Board Meeting Minutes of June 19, 2012:** Dr. Elman asked if there were any additions, deletions, changes or corrections to the minutes of the June 19, 2012 meeting. Hearing none, he declared the minutes approved as distributed.
2. **Treasurer's Report and Monthly Budget Reports for June, July and August; warrants:** Mr. Jeffords briefly reviewed the Treasurer's and Monthly Budget Reports. By Board consensus, receipt of the June, July and August Treasurer's and Monthly Budget Reports were acknowledged and they are to be filed for audit. Mr. Jeffords noted that amendments to the 2012 Budget were necessary. Ms. Payne, as Chair of the Audit & Finance Committee, moved the following 2012 SALS Budget amendments:

Increase State Aid Undesignated	\$ 61,090
Increase State Aid Designated	135,012
Decrease County Aid to member libraries	3,400
Decrease Amount needed from Reserves	<u>937</u>
Net Increase in Income	\$191,765
Increase Building Repair & Maintenance	\$ 60,227
Increase Construction Aid Expenditure	60,227
Increase Grants and Designated Aid	<u>71,311</u>
Net Increase in Expenditures	\$191,765

Warrants 2012-16 through 2012-24, TA12-12 through TA12-15 and A12-1 were available for Board perusal. (*Copy attached to Official Minutes*).

- A. **Director's Report** (*in addition to the written report sent out with the Board Meeting packets*): Mrs. Dallas explained that due to personal reasons, she does not have her usual oral report. She thanked her staff for picking up and following through to get things done in her absence. It was noted that the attorney that met with Ellen Bach was Bob Scofield, not Scoville.

B. Joint Automation Report: There was a JA meeting. The JA Agreement was discussed, as was the JA Budget. MVLS and SALS will work together to define what is considered appropriate system reimbursable expenses.

3. **Committee Reports:**

A. Audit & Finance:

- i) Review proposed 2013 budget (to be voted on at the October 16, 2012 meeting): The Audit & Finance Committee recommends adoption of the draft 2013 budget as presented at the October 16, 2012 meeting. The budget will be sent to the member library Directors for comments and suggestions.
- ii) Review revised 2012 budget: (see Treasurer’s Report)

B. Building:

i) Construction Grants: Mr. Mays reviewed the 2013 NYS Construction Grants and explained the Building Committee’s review process. The Committee’s recommendations are:

(1) Town of Ballston Community Library	\$ 27,973
(2) Greenwich Free Library	38,760
(3) Town of Lake Pleasant Public Library	85,200
(4) Mechanicville District Public Library	90,168
(5) Richards Library (Warrensburg)	95,168
(6) Saratoga Springs Public Library	40,978
(7) Stillwater Free Library	3,750
(8) Stony Creek Free Library	10,988
(9) Waterford Public Library	<u>3,670</u>
(10) Total	\$396,655

Motion carried. (Copy attached to the Official Minutes)

C. Bylaws Committee:

D. Central Library Aid and Services: Christine McDonald, Director at Crandall Public Library, retired effective August 24. Kathy Naftaly is the Acting Director, and assured everyone that nothing will change; services will remain the same and there has been a seamless transition. Ms. Naftaly invited everyone to a reception honoring Senator Betty Little.

E. County Aid Coordinators: The grant request for 2013 Saratoga County Aid was submitted on 9/4/12; Warren County Aid request has also been submitted. The 2012 Hamilton and Warren County Aid has been received and distributed to the libraries.

F. Library Services:

G. Personnel:

H. Trustee Nominating:

I. Location for 2013(55th) Annual Meeting: Mrs. Dallas announced that concern about easy access and directions to the Annual Meeting site were taken into consideration in determining the location for SALS 55th Annual Meeting. Mrs. Ferriss and Mrs. Martz investigated and visited several locations and recommend the Great Escape Water Lodge in Lake George as the location for the meeting. Discussion followed. Ms. Hoover moved, seconded by Ms. Payne, that SALS 55th Annual Meeting be held at the Great Escape Water Lodge. Motion carried.

4. **Unfinished Business:** Mrs. Dallas asked the Board to review the Executive Summary of SALS 2011 Survey Responses. SALS uses the evaluation of the survey responses to develop its budget and services.
5. **New Business:**
 - A. **Demonstration of NYLTO:** Mrs. Dallas and Mrs. Ferriss explained and demonstrated NYLTO (New York Library Trustees Online). It is funded by LSTA Grants; seven library systems joined SALS. Discussion followed. The focus this year is on Policies; next year, Budget and Finance. Please contact Mrs. Ferriss if you would like to sign up. It is password protected.
6. **Director's Council Report:**
7. **Announcements:** Dr. Elman expressed appreciation to all SALS staff for pulling together in Mrs. Dallas' absence.

The meeting was adjourned at 1:55 p.m.

Respectfully submitted,

Nancy L. Bowen
Recording Secretary