

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **June 17, 2008** at 1 p.m.
at the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, June 17, 2008 at the System Service Center and brought to order at 1:05 p.m. with President Bob Jeffords presiding.

Present were: Mmes. Gold, Helms, Hoover, Payne and Smith, and Mssrs. DeFonce, Jeffords, Mays, Merrill, and Mosher. Also present were: Sara Dallas, Director at SALS, Jill Martz, Administration & Finance Manager at SALS, and Christine McDonald, Director at Crandall Public Library in Glens Falls.

Absent with prior notice were: Mssrs. Elman and Pepper.

1. **Congratulations to and introduction of newly elected board members:** Mr. Jeffords congratulated the newly elected board members Russell DeFonce (Hamilton County), and Sandi Payne (Warren County) and Paul Mays (Washington County). All were requested to stay after the meeting to sign the Oath of Office.

Mr. Jeffords informed the Board that Mr. Elman had been in the hospital so was not able to come to the meeting. A get well card was passed around for the Board to sign that would be mailed to him.

Mr. Jeffords thanked Mrs. Dallas, Mrs. Martz, and Mrs. Bowen for their help and support during his tenure as Board President; his job was easier because of all they do.

2. **Election of Officers for 2008--2010, Committee assignments:** Mr. Jeffords moved to nominate following slate of officers for 2008-2010: President, Dick Merrill, Vice President, Arnie Elman, Secretary, Cheryl Gold, and Treasurer, Bob Jeffords. Mrs. Helms seconded the motion. Mr. Jeffords asked if there were any nominations from the floor. Hearing none, the Secretary was instructed to cast one ballot each for the persons nominated who are hereby elected by acclamation by the Board of Trustees of the Southern Adirondack Library System. Mr. Jeffords then turned the meeting over to Mr. Merrill, the new Board President. Mr. Merrill handed out the Committee assignments (copy attached to the Official Minutes). Anyone wishing to serve on a different or additional committee was asked to contact Mr. Merrill.

Mr. Merrill noted that listings of holidays, meeting schedules, and Board members were in the members folders. Board members were asked to introduce themselves for the benefit of the new trustees.

3. **Approval of Board Meeting Minutes of April 15, 2008 and the Annual Meeting May 19, 2008:** Mr. Mosher moved, seconded by Mrs. Gold, that the minutes of the April 15, 2008 board meeting and the May 19, 2008 Annual Meeting be approved as distributed. Motion carried.

4. **Treasurer's Report and Monthly Budget Reports for March, April, and May; warrants:** Mr. Merrill noted that the March and April Treasurer's and Monthly Budget Reports had been sent to the Board previously, and that the May Treasurer's and Monthly Budget Reports were in Board folders. He asked if there were any questions. Mr. Mays moved, seconded by Ms. Hoover, that receipt of the March, April, and May Treasurer's and Monthly Budget Reports be acknowledged, and that they be filed for audit. Motion carried. Warrants 2008-7 through 2008-17, A08-4 through A08-9, and TA08-3 through TA08-8 were available for Board perusal (copy of list attached to the Official Minutes).

5. **Director's Report:**

A. **Joint Automation Report:** Mrs. Dallas announced that Carolyn Thomas, the Financial Manager at MVLS has retired. The new Financial Manager is Joe Sherry. The MVLS attorney is working to resolve the \$8,000 in overcharges issue with Frontier.

One hundred thirteen computers have been ordered in year 1 of the Gates Grant.

JA staff is working on CybraryN issues. The latest Polaris build (update) was successful.

ITG has been selected by the Crandall Public Library for their RFID. Crandall Public Library will be the first library in the eight counties to use RFID.

A committee has been formed to investigate the possibility of patrons using credit cards to pay fines, etc.

Thanks to Jason Thomson for making changes to the PAC to improve its looks and ease of use.

B. **Other:** The Department of Library Development requested information regarding the need for systems to borrow money if State funding is delayed. DLD reported that the first 10 library systems to get Basic State Aid will be the ones that have completed all Annual Report paperwork.

As part of SALS Plan of Service, a survey was sent out to the membership to evaluate SALS services. All responses are due by the end of June. This survey will be used to determine the 2009 budget and service priorities.

A proposal was submitted to Library Development for Broadband funding. The purpose of the project will be to separate staff and public access internet lines in the four large libraries.

SALS may submit a Construction Grant for a new roof. Discussion followed. The possibility of using solar energy to cut expenses, or a white roof was suggested. NYSERDA (New York State Energy Research and Development Authority) will be contacted to do an energy audit.

6. **Committee Reports:**

A. **Audit & Finance:** Mr. Jeffords, as Chair of the Audit & Finance Committee, reported that some budget amendments needed to be made. These increases in Income and Expenses are due to the appropriation of additional aid.

Income:

LSTA Service Improvements	\$ 7,365.00
NYS Grant In Aid	67,500.00
Gates Foundation Grant	<u>40,566.00</u>
	\$115,431.00

Expenses:

LSTA Service Improvements	\$ 7,365.00
NYS Grant In Aid	57,500.00
Gates Foundation Grant	<u>40,566.00</u>
	\$ 105,431.00

Mr. Jeffords moved, seconded by Mrs. Gold, that the amendments be approved as presented. Motion carried.

- B. Building: Mrs. Gold mentioned that work has been done to improve the landscaping. She thanked Bill Rougier, Susan DeBonis, Jill Martz, and Josina Warnow for all their hard work.
- C. Bylaws Committee:
- D. Central Library Aid and Services:
- E. County Aid Coordinators: Saratoga County Aid has not been received as yet. SALS asked for \$37,000 for Downloadable Audio books, and will receive \$34,000. Round Lake Library has requested \$3,000 of the Grant funds.
- F. Library Services: The delivery service was discussed prior to the Board meeting. Mrs. Dallas had been authorized to send out Requests for Proposals due to the problems with Velocity. The proposals were reviewed, and the current improvements in Velocity’s performance were discussed in the meeting. The committee recommends that we stay with Velocity as our delivery courier, and authorize up to an additional \$2.00 per stop to help cover fuel costs. Motion carried.
- G. Personnel: Mrs. Dallas announced that Elaine Baker, SALS Assistant Director, plans to retire.
- H. Trustee Nominating:
- I. 50th Anniversary Committee: The Story Circle programs continue at member libraries.
- J. Ad Hoc Compensation: Mrs. Smith stated that the committee was formed to take a separate look at salaries and job descriptions. It was too expensive to hire a consultant to do the work. Mrs. Smith, after working with committee members, recommends that the Ad hoc Compensation Committee be dissolved. Salaries and Job Description issues can be referred to the Personnel and Audit & Finance Committees. Discussion followed. Mrs. Smith moved, seconded by Mr. Jeffords, that the Ad hoc Compensation Committee be dissolved. Motion carried.

7. Unfinished Business:

- A. Approval of SALS 2008 NYS Budget: SALS 2008 New York State Budget was reviewed. This differs from the full approved SALS budget in that it only reports on the New York State Aid portion of the income and expenses included in the full SALS budget. Ms. Hoover moved, seconded by Mrs. Smith, that the 2008 SALS NYS budget be approved. Motion carried.

8. **New Business:**

- A. Appointment of Treasurer and placement of bank accounts:
 - i) Mrs. Smith moved, seconded by Ms. Hoover, to name Saratoga National Bank and Trust Company as depository of funds to be withdrawn with the signature of one of the following: President, Vice-President, or Treasurer. Motion carried.
 - ii) Mrs. Helms moved, seconded by Mrs. Gold, to name Adirondack Trust Company as depository of funds to be withdrawn with the signature of one of the following: President, Vice-President, or Treasurer; also that any one of the following be authorized to borrow funds: President, Vice-President, or Treasurer. Motion carried.
 - iii) Ms. Payne moved, seconded by Mr. DeFonce, to designate Adirondack Trust as depository for AFLAC withholdings which are to be withdrawn by the Treasurer, or President, of Vice-President, or an authorized AFLAC representative. Motion carried.
 - iv) Mrs. Smith moved, seconded by Ms. Hoover, to authorize borrowing via credit cards by the President, Vice-President, or Treasurer. Motion carried.
- B. Annual Meeting---location for 2009 (51st) Annual Meeting: Suggestions for SALS 2009 Annual Meeting were requested. Mr. Merrill suggested an Open House at Crandall Public Library, then Dinner at the Queensbury. Discussion followed. Mrs. Dallas asked if the Board wished to pursue the same type of speaker as Nancy Pearl. Discussion followed.
- C. Appointment of Robert Jeffords as SALS Representative to JA Council: Ms. Hoover moved, seconded by Mrs. Smith, that Mr. Jeffords be appointed to the JA Council to serve as the Board President's representative. Motion carried.

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

- 10. **Announcements:** Mr. Merrill reported that even though the State pulled the Charter of Mountainside Library some time ago, they are still operating as the "Friends of Mountainside." Efforts are being made to get Mountainside approved as a not-for-profit, and on the National Register of Historic Places.

The formal opening of the newly renovated Crandall Public Library is scheduled for December 12, 2008. You can take a virtual tour of the new library on the Post Star website.

SALS next board meeting will be September 18th. A budget committee meeting will be scheduled soon.

Meeting adjourned at 1:56 p.m.

Respectfully submitted,

Nancy L. Bowen
Recording Secretary