

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **June 19, 2007** at 1 p.m.
at System Service Center, Saratoga Springs, NY 12866

MINUTES

The regular meeting of the Board of Trustees of the Southern Adirondack Library System was held on Tuesday, June 19, 2007 at the System Service Center, and was brought to order at 1:04 p.m. with President Bob Jeffords presiding.

Present were: Mmes. Franz, Gold, Helms, Hoover, and Smith, and Mssrs. Elman, Hutchins, Jeffords, and Merrill. Also present were: Harry Dutcher, Director at Saratoga Springs Public Library, Laura Fisher, Director at Stillwater Free Library, Elaine Baker, Assistant Director at SALS, Jill Martz, Administrative Assistant/Financial Officer at SALS, and Sara Dallas, Director at SALS.

Absent with prior notice were: Mssrs. Mosher, Pepper, and Ring.

- Congratulations to and introduction of newly re-elected board members:** Mr. Jeffords congratulated the newly re-elected board members--Julia Helms (Hamilton County), Cheryl Gold (Saratoga County), and himself (Washington County). All were requested to stay after the meeting to sign the Oath of Office.
- SALS officers for 2007-2008 were selected last year for two year terms; Committee assignments:** Mr. Jeffords reminded the Board that officer terms were extended to two years last year, and the current slate of officers are: Bob Jeffords, President, Judy Hoover, Vice President, Dick Merrill, Secretary, and Arnie Elman, Treasurer. Committee assignments were then distributed.
- Approval of Board Meeting Minutes of April 17, 2007 and the Annual Meeting, May 21, 2007:** It was noted that the April 17th minutes contain an error. Page 2, item B under Director's Report should say "Certified Public Library *Administrator*," not "Association." Mr. Elman moved, seconded by Ms. Hoover, that the minutes of the April 17, 2007 meeting be approved as corrected, and that the minutes of the Annual Meeting be approved as distributed. Motion carried.
- Treasurer's Reports and Monthly Budget Reports for April and May; warrants:** Mr. Merrill, seconded by Mrs. Smith, moved that the April and May Treasurer's and Monthly Budget Reports be approved as distributed and filed for audit. Motion carried. The following warrants were available for Board perusal:

General Fund

Date	Warrant		Date	Warrant	
Approved	#	Amount	Approved	#	Amount
04/10/2007	2007-16	\$11,981.67	05/08/2007	2007-19	\$10,937.25
04/24/2007	2007-17	3,000.00	05/21/2007	2007-20	10,350.86
04/25/2007	2007-18	11,285.50	05/21/2007	2007-21	133.38
	Payroll	86,501.88		Payroll	85,963.34
		<u>\$112,769.05</u>			<u>\$107,384.83</u>

Acquires Fund

Date	Warrant	Amount	Date	Warrant	Amount
Approved	#		Approved	#	
04/06/2007	A07-04	\$46,747.79	05/08/2007	A07-06	\$27,172.58
04/10/2007	A07-05	2,320.72	05/21/2007	A07-07	4,427.89
		<u>\$49,068.51</u>			<u>\$31,600.47</u>

5. **Director’s Report:** Mrs. Dallas won the election for a position on the PLA Board. She was asked to chair the PLA President’s Program committee for the 2009 Annual Conference.

Member libraries are asking about the CPLA scholarships and Construction Grants. The SALS Use and Satisfaction Survey is available online.

Sixty-four applications were received for the General Services Librarian position. Seven people have been interviewed. An offer will be made at the end of the week.

- A. **Joint Automation Report:** The Joint Automation Council met on June 5th. At this time of year, expenses are higher than receipts. JA is trying to spend down the Fund balance.

JA has installed *CybraryN* at Fort Plain, Johnstown, and the Town of Ballston Community Library; five others will be installed.

JA is preparing for the upgrade to Polaris 3.3 which will occur on October 8th. Once the upgrade is completed, serials on Polaris will be available. The mail server and uninterrupted power supply may need to be replaced next year.

The Policy Committee developed a policy that prohibits entering the social security number into the patron database. JA is working with the membership to develop the PAC.

The generator will be located near the side door outside the rest rooms. New quotes are expected due to the decision to install the generator at this location.

6. **Committee Reports:**

A. **Audit & Finance:**

B. **Building:**

C. **Bylaws Committee:**

D. **Central Library Aid and Services:**

E. **County Aid Coordinators:**

F. **Library Services:**

G. **Personnel:** Mrs. Franz reviewed the proposed changes to the SALS Employee Handbook. Mrs. Franz, as Personnel Committee Chair, moved that these changes be approved (copy attached to the Official Minutes). Motion carried.

Mrs. Franz moved, seconded by Ms. Hoover, that the Board move to Executive Session at 1:20 p.m. to discuss a personnel matter. Motion carried. Mrs. Smith moved, seconded by Mr. Elman, that the Board return from Executive Session at 1:29 p.m. Motion carried.

Mrs. Franz, as Personnel Committee Chair, recommended promoting Jennifer Ferriss from Librarian I to Librarian II. Motion carried.

The Compensation and Benefits package needs to be analyzed. A committee consisting of two people from the Audit & Finance Committee and two people from the Personnel Committee will be formed. The possibility of hiring a consultant was also discussed.

H. Trustee Nominating:

7. **Unfinished Business:**

8. **New Business:**

A. State Aid Budget Application: The State Aid Budget Application for 2007-2008 was presented for review. Mr. Elman moved, seconded by Mrs. Gold that the application be approved. Motion carried. Mrs. Martz handed out an Organizational Chart.

B. Appointment of Treasurer and placement of bank accounts:

- i) Mr. Elman moved, seconded by Mrs. Franz, to name Saratoga National Bank & Trust Company as depository of funds to be withdrawn with the signature of one of the following: President, Vice-President, or Treasurer, and to name Adirondack Trust Company as depository of funds to be withdrawn with 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.
- ii) Mrs. Smith moved, seconded by Mrs. Gold to designate Adirondack Trust as depository for AFLAC withholdings which are to be withdrawn by the Treasurer, or President, or Vice-President, or an authorized AFLAC representative. Motion carried.
- iii) Mrs. Franz moved, seconded by Ms. Hoover to authorize borrowing via credit cards by the President, Vice-President or Treasurer. Motion carried.

C. Annual Meeting: The 50th Anniversary Annual Meeting was discussed. A special committee will be formed to help plan the 50th SALS anniversary. Cheryl Gold will serve as Chair, with Julia Helms and Richard Ring. Sara and Elaine will serve as Staff Advisors.

D. Library Crawls: Visits to SALS Libraries were discussed. Sign up sheets were passed around. Further information will follow.

E. Construction Grants: Several libraries are expected to submit Construction Grant applications:
Town of Ballston Community Library---stairway
Corinth Free Library---windows
Crandall Public Library---renovation
Long Lake Library---addition, bathroom
Saratoga Springs Public Library---generator
Stillwater Free Library---parking, floor
Richards Library (Warrensburg)---
Whitehall Free Library---foundation

Mrs. Baker was asked to email the list to the Board.

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

10. **Announcements:** The September 18, 2007 SALS Board meeting will be at Clifton Park-Halfmoon Public Library.

The Crandall Public Library Groundbreaking went very well; pictures are on SALS Blog.

Mr. Jeffords attended a meeting at Easton Library re: 501(c) 3. Any donations that aren't 501(c) 3 are not tax deductible for Association libraries.

Joe Mattie from Library Development and Mrs. Dallas visited the Town of Lake Pleasant Public Library; they are in the process of getting their Absolute Charter.

The JA Agreement was reviewed last year; there are no changes. Libraries are now asked to sign a yearly agreement.

Mr. Elman was appointed to the Personnel Committee.

11. **Other:** Mrs. Franz moved, seconded by Mr. Elman, that the meeting be adjourned at 1:51 p.m. Motion carried.

Respectfully submitted,

Nancy L. Bowen
Recording Secretary