

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **September 18, 2007** at 1 p.m.
at the Clifton Park-Halfmoon Public Library,
475 Moe Road, Clifton Park, NY 12065

MINUTES

The regular meeting of the Board of Trustees of the Southern Adirondack Library System was held on Tuesday, September 18, 2007 at the Clifton Park-Halfmoon Public Library, 475 Moe Road, Clifton Park, New York, and was brought to order at 1:02 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, Christine McDonald, Director at Crandall Public Library in Glens Falls, Jo Piracci, Director at Clifton Park-Halfmoon Public Library, Zeb Robbins, Clifton Park-Halfmoon Public Library Board member, Jill Martz, Administrative Assistant/Financial Officer at SALS, and Sara Dallas, Director at SALS.

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

Mr. Jeffords asked those present to introduce themselves, and thanked Mr. Elman and Mrs. Piracci for inviting the Board to have a meeting at their library. Mr. Elman offered to arrange a tour of the library after the meeting for anyone interested.

1. **Approval of Board Meeting Minutes of June 19, 2007:** Mr. Elman moved, seconded by Ms. Hoover, that the minutes of the June 19, 2007 meeting be approved as distributed. Motion carried.
2. **Treasurer's Report and Monthly Budget Reports for June, July and August; warrants:** Mr. Elman and Mrs. Martz briefly reviewed the June, July and August Monthly Budget and Treasurer's Reports. Mrs. Smith moved, seconded by Mrs. Franz, that receipt of said reports be acknowledged, and that they be filed for audit. Motion carried. The following warrants were available for Board perusal:

General Fund - June 2007			Acquires - June 2007		
Date Approved	Warrant #	Amount	Date Approved	Warrant #	Amount
06/04/2007	2007-22	\$ 126.30	06/05/2007	A07-08	\$50,764.80
06/04/2007	2007-23	10,285.00	06/14/2007	A07-09	5,214.05
06/04/2007	2007-24	10,265.00			<u>\$55,978.85</u>
06/04/2007	2007-25	4,873.03			
06/19/2007	2007-26	53,500.00			
06/19/2007	2007-27	17,290.02			
	void check	(5,090.00)			
	Payroll	<u>84,128.87</u>			
		<u>\$175,378.22</u>			
			Acquires - July 2007		
			Date Approved	Warrant #	Amount
			07/06/2007	A07-10	\$51,003.80
			07/12/2007	A07-11	3,018.98
					<u>\$54,022.78</u>

General Fund - July 2007

Date Approved	Warrant #	Amount
07/12/2007	2007-28	\$ 15,487.25
07/30/2007	2007-29	22,966.35
07/30/2007	2007-30	101,390.00
	bank charge deposit slips	43.50
	Payroll	85,582.41
		<u>\$225,469.51</u>

Acquires - August 2007

Date Approved	Warrant #	Amount
08/07/2007	A07-12	\$37,707.44
08/09/2007	A07-13	2,200.92
08/29/2007	A07-14	29,041.60
		<u>\$68,949.96</u>

General Fund - August 2007

Date Approved	Warrant #	Amount
08/09/2007	2007-31	\$ 1,003.75
08/09/2007	2007-32	23,433.00
08/29/2007	2007-33	276,757.79
	Less transfer - Money Market	(81,500.00)
	Payroll	125,885.99
		<u>\$345,580.53</u>

3. **Director's Report:**

A. *Joint Automation Report:* The generator has been installed, but is not operational. Christine McDonald, Director at Crandall Public Library, thanked SALS and the JA staff for their work in setting up and arranging the RFID vendor demos and putting together the RFP. She praised the quality of Diane Robinson's work.

A request was made not to increase JA maintenance and utilities reimbursement costs in 2008. By Board consensus, Mr. Jeffords was asked to use his own judgment regarding increasing reimbursement costs at the JA Finance Committee when developing the 2008 JA budget.

B. *Other:* SALS has received all of its funding from the State. We are working on a contract with the courier service; there will be a modest increase from \$13.13 to \$13.50 per library, and \$25 for libraries receiving 11 bags or more.

Cheryl Gold and staff volunteers are working to improve the landscaping around the building. The parking lot will be resealed, cracks will be repaired, and the parking lot will be striped. SALS is purchasing a conference phone. Glycol levels in the boiler will be checked before the start of the heating season.

4. **Committee Reports:**

A. *Audit & Finance:*

- i) Review proposed 2008 budget (to be voted on at the October 16th meeting): Mr. Merrill presented the proposed 2008 SALS budget. There is a \$150,000 surplus. Mrs. Dallas briefly reviewed the budget income and expenses. Mr. Jeffords asked the board to review the proposed 2008 budget over the next month, and to email any questions. The vote will be at the October 16th meeting.
- ii) 2007 Budget Amendments: Mr. Merrill proposed the following budget amendments:

<u>Income, General Fund</u>	<u>Proposed Amendments</u>
LSSA (2/3 of LLSA +\$.31 x unserved pop.)	(497)
Correctional Facilities**	149
Supplementary Aid	147,922
Correctional Facilities**	73
Inter-Institutional (Co. Jails)	(118)
NYS Special Legislative Grant	18,750
Co. Aid to Member Libraries	34,000
TOTAL	\$ 200,279
<u>Expenditures, General Fund</u>	
Professional Fees	6,000
County Aid, Member Libraries	34,000
NYS Adult Literacy Grant (7/1/05-6/30/07)	1,238
Materials, Correctional Facilities	73
CPLA Scholarship	8,500
TOTAL	\$ 49,811

Mrs. Helms seconded the motion. Motion carried.

B. Building:

- i) Generator—Mr. Hutchins said that it had already been reported that the generator was close to being completely installed.
- ii) Carpeting---Nancy Bowen presented information regarding carpeting choices. SALS staff selected their preference in carpeting. Mrs. Dallas thanked Mrs. Gold for lending her expertise to the project. Mr. Hutchins, as Chair of the Building Committee, recommended replacing the carpeting in the building, using Integrity Carpets. Motion carried. Funds will be moved from the Capital Fund at a later date.
- iii) Parking Lot---SALS has a quote from Hayes Paving for sealing, repairing the cracks and restriping the parking lot for \$1696. Mr. Hutchins moved, seconded by Mrs. Franz, that this be done. There is money in the Building Maintenance budget to cover the cost. Motion carried.

C. Bylaws Committee:

D. Central Library Aid and Services:

E. County Aid Coordinators:

F. Library Services:

G. Personnel:

H. Trustee Nominating:

I. 50th Anniversary Committee:

J. Ad Hoc Compensation: Mr. Jeffords is waiting for some information; the committee will meet in October.

5. Unfinished Business:

6. New Business:

A. Yearly Agreement between JAC and Libraries: The letters from the libraries to the Joint Automation Council agreeing to the Council terms and policies must be signed by the libraries every year. This year paper copies of all JA policies will be attached. They will be going out soon.

B. Construction Grants: The Building and Library Services Committees met prior to the Board meeting to review and discuss the Construction Grants. The Committees recommend:

\$800K Construction Grant Applications---2007

<u>LIBRARY</u>	<u>PROJECT</u>	<u>REQUESTED / (ALLOCATED) AMOUNT</u>	
Corinth Free Library	New windows and Rear Door	\$ 3,584	(\$ 3,584)
Crandall Public Library	Compact Shelving for Folklife Center	\$34,624	(\$11,235)
Stillwater Free Library	Parking Lot	\$ 7,450	(\$ 7,450)
TOTAL:		\$ 45,658	(\$22,269)
Total Available:		\$ 22,269	(\$22,269)

\$14M Construction Grant Applications---2007

<u>LIBRARY</u>	<u>PROJECT</u>	<u>REQUESTED / (ALLOCATED) AMOUNT</u>	
Crandall Public Library	Construction of Foundation	\$390,466	(\$284,096)
Easton Library	Roof	\$ 3,980	(\$ 3,980)
Long Lake Library	Furnishings for New Construction	\$ 7,225	(\$ 7,225)
Stillwater Free Library	Replace walk, vestibule, cellar	\$ 78,805	(\$ 78,805)
Richards Library (WAR)	Furnace	\$ 3,107	(\$ 3,107)
Whitehall Free Library	Lower level renovation/reconstruction	\$ 12,500	(\$ 12,500)
TOTAL:		\$ 496,083	(\$389,713)
Total Available:		\$ 389,713	(\$389,713)

Mrs. Helms moved, seconded by Miss Hoover, that the 2007 Construction Grants be approved as recommended. Motion carried

C. Designation of NBT Bank as an approved bank for deposits: Mr. Jeffords noted that NBT Bank (Norwich Bank and Trust) has an interest rate ¾% higher than other banks for CDs. Mr. Elman moved, seconded by Mrs. Gold, that NBT Bank be named as depository of funds to be withdrawn with the signature of one of the following: President, Vice-President, or Treasurer and Mr. Jeffords be authorized to sign a collateralization agreement. Motion carried.

D. Resignation of Richard Ring from SALS Board: Richard Ring, representative from Washington County, has resigned his position on SALS Board. The name of Paul Mays was suggested. Mr. Mays is an architect, and former trustee from Greenwich Free Library. Mr. Mays will be asked if he would be willing to serve.

7. Director’s Council Report:

8. Announcements: Mr. Dutcher, Director at Saratoga Springs Public Library, noted that some libraries are making books available to the public before the street date (date which the book is sold). This is visible through the shared Public Access Catalog. His patrons have been asking why other libraries are circulating these materials, but not Saratoga. It was suggested that SALS hold the materials until after the street date, but that would not prevent libraries from continuing this

practice. It is possible that publishers could take legal action and stop sending the items early. This item will be discussed at the next JA meeting.

Stony Creek Free Library bought the church next door and are starting to renovate the building.

9. **Other:**

Mrs. Smith moved, seconded by Ms. Hoover, that the meeting be adjourned at 1:57 p.m. Motion carried.

Respectfully submitted,

Nancy L. Bowen
Recording Secretary