

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **September 19, 2006** at 1 p.m.

at the Great Camp Sagamore

Raquette Lake, NY 13436

MINUTES

The regular meeting of the Board of Trustees of the Southern Adirondack Library System was held on Tuesday, September 19, 2006 at the Great Camp Sagamore, Raquette Lake, NY, and was brought to order at 12:55 p.m. with President Bob Jeffords presiding.

Present were: Mmes. Franz, Helms, Hoover, and Smith, and Mssrs. Elman, Hutchins, Jeffords, and Merrill. Also present were: Elaine Baker, Assistant Director at SALS, Harry Dutcher, Director at Saratoga Springs Public Library, Jill Martz, Administrative Assistant at SALS, Kathy Naftaly, from Crandall Public Library in Glens Falls, and Sara Dallas, Director at SALS.

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

1. **Introduction of Cheryl M. Gold, candidate to replace board member Allan Carter:** The name of Cheryl M. Gold was presented to complete the term of Robert Allan Carter from Saratoga County. Mrs. Helms moved, seconded by Mr. Elman, that the nomination of Cheryl Gold be accepted. Motion carried. Ms. Gold was unable to attend the meeting.
2. **Approval of Board Meeting Minutes of June 18, 2006:** Mrs. Smith moved, seconded by Ms. Hoover, that the minutes of the June 18, 2006 meeting be approved as distributed. Motion carried.
3. **Treasurer's Report and Monthly Budget Reports for June, July and August; warrants:** The June, July, and August Treasurer's and Monthly Budget Reports were available prior to the meeting. Mr. Jeffords asked if there were any questions. Mrs. Franz moved, seconded by Mrs. Helms, that receipt of the June, July, and August Treasurer's and Monthly Budget Reports be acknowledged, and that they be filed for audit. Motion carried. The following warrants were available for Board perusal:

Warrants & Payroll Expense for June, July & August 2006

General Fund			Acquires		
Date Approved	Warrant #	Amount	Date Approved	Warrant #	Amount
06/06/2006	2006-24	\$ 9,558.00	06/06/2006	A06-11	\$ 55,061.11
06/06/2006	2006-25	14,900.00	06/20/2006	A06-12	4,550.57
06/06/2006	2006-26	7,138.14		<i>June 2006 Total</i>	<u>\$ 59,611.68</u>
06/19/2006	2006-27	4,352.00			
06/19/2006	2006-28	5,167.81			
06/19/2006	2006-29	10,172.00	Date Approved	Warrant #	Amount
06/19/2006	2006-30	1,863.43	07/05/2006	A06-13	\$ 48,395.98
06/19/2006	2006-31	282.58	07/18/2006	A06-14	5,252.75
	Payroll	<u>77,440.75</u>		<i>July 2006 Total</i>	<u>\$ 53,648.73</u>
	June 2006 Total	<u>\$ 130,874.71</u>			

Date Approved	Warrant #	Amount	Date Approved	Warrant #	Amount
07/03/2006	2006-32	\$ 1,648.00	08/07/2006	A06-15	\$ 38,172.24
07/03/2006	2006-33	13,346.99	08/16/2006	A06-16	<u>4,395.94</u>
07/05/2006	2006-34	50.00	August 2006 Total		<u>\$ 42,568.18</u>
07/06/2006	2006-35	101,390.00			
07/06/2006	2006-36	4,500.00			
07/18/2006	2006-37	324.18			
07/18/2006	2006-38	18,490.31			
	Payroll	<u>77,822.59</u>			
July 2006 Total		\$ <u>217,572.07</u>			

Date Approved	Warrant #	Amount
08/01/2006	2006-39	\$ 7,947.35
08/01/2006	2006-40	31,606.90
08/15/2006	2006-41	46,000.00
08/15/2006	2006-42	2,838.06
08/15/2006	2006-43	131.92
08/29/2006	2006-44	10,336.81
	Payroll	<u>109,772.59</u>
August 2006 Total		\$ <u>208,633.63</u>

4. **Director's Report:**

A. **Joint Automation Report:** The Joint Automation Finance Committee met on September 12 to work on the 2007 budget. It is a planned deficit budget. The migration was not as expensive as budgeted. The JA Council is recommending an increase in fees for 2008. All libraries will be notified by March, 2007. The JA Audit will be presented at the JA meeting September 26 at SALS at 9:30 a.m. The revised JA Agreement will also be presented for signatures. The JA staff will begin the interview process for a fifth staff member

Sarah Hinman has accepted the position of Librarian II; her start date will be October 16th. Sarah spent five years working at Microsoft in Seattle, and most recently as Branch Librarian at the Delaware Branch of Albany Public Library.

The BLOG Workshop held at the Great Camp Sagamore was a success, thanks to the efforts of Polly Alida Farrington and Elaine Baker.

Senator Farley has awarded SALS funding for building improvements. The projects include new garage doors and improved lighting.

SALS hosted two days of Construction Grant workshops; the Town of Indian Lake Public Library has submitted their application.

SALS was invited to apply for a \$10,000 LSTA grant. It will probably be used for technology training.

SALS has been asked to house Crandall Public Library's Folklife Center collection during their renovations. The area where SALS pool collections are currently located would be used. Bill Crawshaw looked at the collection, and discovered nothing of value. His suggestion was to have a booksale, price everything at \$1.00 (age determining price), and recycle the unsold items. Ms.

Hoover moved, seconded by Mrs. Helms, that member libraries be notified that they have until October 13th to come and pick up items for their collections or book sales. A book sale will be held at SALS on November 11th from 9 a.m. to 3 p.m., and the unsold items will be recycled. This will include everything except the Professional Collection. Motion carried. Mrs. Dallas also stated that the Folklife Collection will be catalogued while it is temporarily housed at SALS.

- B. Report on workshop with Diane Mayo: Diane Mayo, a technical services consultant, suggested ways to streamline Technical Services. Jennifer Ferriss is working with her staff on e-invoicing and e-ordering. Jennifer will also work with Clifton Park-Halfmoon Public Library, Crandall Public Library, and Saratoga Springs Public Library on these procedures.
- C. Other: The Department of Environmental Conservation (EnCon) approached us about having a well monitoring probe on our property to monitor pollution from the dry cleaner on Lincoln Avenue.

5. **Committee Reports:**

A. Audit & Finance:

- i) Mr. Merrill, as Chair of the Audit & Finance Committee, presented SALS proposed 2007 budget. The budget reflects a cost of living increase, the hiring of the Librarian II position, plus other increases recommended by the Personnel Committee. Mr. Merrill recommended approval of the budget as presented. Motion carried.

B. Building:

- i) Glycol has been added to the boiler. A makeup tank will be installed so that the mixture of glycol/water will stay constant and not be diluted with additional water. Lighting in the Joint Automation staff area is in process of being updated.

C. Bylaws Committee: no report

D. Central Library Aid and Services:

- i) Kathy Naftaly from Crandall Public Library, presented the Central Library Plan of Service, which will become part of SALS Plan of Service 2007-2011. Ms. Hoover, as Chair of the Central Library Aid and Services Committee, moved to accept the Central Library Plan of Service as presented. SALS Board appreciates the cooperative effort by the Crandall staff that led to the development of the Plan. Motion carried.

E. County Aid Coordinators:

- i) Warren County—Mr. Merrill reported that he expects the same level of funding.
- ii) Saratoga County---A \$34,000 Grant application will be submitted for downloadable audio books.

F. Library Services:

- i) Mrs. Franz moved, seconded by Mr. Elman, that the Adult Literacy Services narrative be approved. Motion carried.
- ii) The Construction Grant applications are due to the State December 29th. Mrs. Smith moved, seconded by Mrs. Helms, that the Library Construction Grant applications are due at SALS by December 1st, and that the Library Services Committee meet at 9 a.m. on December 19th to review and make recommendations for grant approvals for the SALS Board meeting at 1 p.m. Motion carried.
- iii) The proposed SALS Plan of Service 2007-2011 was presented. Mrs. Smith, as Chair of the Library Services Committee, recommended approval of SALS Plan of Service 2007-2011 as presented. Motion carried.

G. Personnel: Mrs. Franz reviewed the recommended changes to the Employee Handbook. These are minor changes, reflecting the changes in automatic deposit of paychecks, and health insurance offered. The Personnel Committee recommends approval of these changes (copy attached to the Official Minutes). Motion carried.

H. Trustee Nominating:

6. **Unfinished Business:**

A. **Annual Meeting:** A different location for the Annual Meeting was discussed. The facility would have to be able to accommodate approximately 160 people. Please forward any ideas to Elaine Baker by early next week.

7. **New Business:** none

8. **Director's Council Report:** The Directors Council has not met. New officers will be elected soon.

9. **Announcements:** Harry Dutcher, Director at Saratoga Springs Public Library, said that he appreciated SALS involving Saratoga Springs Public Library in the Plan of Service planning.

There will be a Personnel Committee meeting after the Board meeting.

10. **Other:** Mrs. Franz moved, seconded by Ms. Hoover, that the meeting be adjourned at 2:03 p.m.. Motion carried.

Respectfully submitted,

Nancy L. Bowen
Recording Secretary