

SOUTHERN ADIRONDACK LIBRARY SYSTEM  
22 WHITNEY PLACE • SARATOGA SPRINGS NY 12866-4596  
(518) 584-7300 ☐ FAX (518) 587-5589

SALS Board Meeting • **February 20, 2007** at 1 p.m.  
at the 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, February 20, 2007 at the System Service Center, and was brought to order at 1:02 p.m. with President Robert Jeffords presiding.

Present were: Mmes. Franz, Gold, and Smith, and Mssrs. Elman, Hutchins, Jeffords, Merrill, Pepper, and Ring. Also present were: Elaine Baker, Assistant Director at SALS, Sara Dallas, Director at SALS, Jill Martz, Administrative Assistant at SALS, Christine McDonald, Director at Crandall Public Library, and Jo Piracci, Director at Clifton Park-Halfmoon Public Library.

Absent with prior notice were: Mrs. Helms and Miss Hoover, and Mr. Mosher.

Mr. Jeffords asked that the order of business be revised for today's meeting because some board members may not be able to stay for the entire meeting.

1. **New Business:**

- A. **Approval of the 2006 SALS annual report:** The SALS Annual Report for 2006 was presented for approval. Mr. Pepper moved, seconded by Mr. Ring, that the 2006 SALS Annual Report be approved and submitted to the State. Motion carried.
- B. **Approval of the LSTA Summer Reading Program Mini Grant:** The LSTA Summer Reading Program Mini Grant authentication form was submitted for approval. This will provide pass through funds to assist libraries in presenting programs. Mr. Elman moved, seconded by Mrs. Gold, that the authentication form for the Summer Reading Program Mini Grant be approved. Motion carried.

2. **Approval of Board Meeting Minutes of December 19, 2006:** Mr. Ring moved, seconded by Mr. Elman, that the minutes of the December 19, 2006 board meeting be approved as circulated. Motion carried.

3. **Treasurer's Report and Monthly Budget Reports for December and January; warrants:** Mr. Elman noted that there was nothing out of the ordinary in the December or January Treasurer's Report and Monthly Budget Reports. Mrs. Smith moved, seconded by Mrs. Franz, that receipt of the December and January Treasurer's Reports and Monthly Budget Reports be acknowledged, and that they be filed for audit. Motion carried. The following warrants were available for Board perusal:

General Fund

<b>Date Approved</b>	<b>Warrant #</b>	<b>Amount</b>	<b>Date Approved</b>	<b>Warrant #</b>	<b>Amount</b>
12/01/2006	2006-59	\$ 9,381.00	01/12/2007	2007-1	\$ 11,849.43
12/06/2006	2006-60	171,180.72	01/17/2007	2007-2	9,606.17
12/19/2006	2006-61	6,328.93	01/17/2007	2007-3	2,225.00
12/19/2006	2006-62	29,994.16	01/23/2007	2007-4	17,571.88

SALS Board Meeting Minutes, February 20, 2007.....2

12/27/2006	2006-63	1,768.00	01/30/2007	2007-5	10,460.32
12/27/2006	2006-64	18,209.38	01/31/2007	2007-6	8,770.78
12/29/2006	2006-65	2,154.18		Payroll	<u>123,490.11</u>
	Payroll	86,950.61			<u>\$ 183,973.69</u>
Close out Petty Cash		100.00			
Transfer to Capital Fund		<u>50,000.00</u>			
		<u>\$ 376,066.98</u>			

Acquires Fund

Date	Approved	Warrant #	Amount
12/05/2006		A06-23	\$ 55,473.43
12/14/2006		A06-24	9,028.28
12/28/2006		A06-25	<u>24,413.55</u>
			<u>\$ 88,915.26</u>

4. **Director's Report:** (copy attached to the Official Minutes)

- A. *Other:* SALS was closed February 14<sup>th</sup> due to the snow storm. The staff was called early in the morning and told not to report to work.

Sarah Hinman has requested, and was granted a leave without pay.

Jill Martz has been working diligently with the member libraries on the Annual Reports.

There will be two Net Library Downloadable Audio books training sessions on March 7<sup>th</sup> at SALS.

Sandra Nelson, Elaine Baker and Sara worked on SALS Service Survey. Library Development approved SALS Plan of Service.

There has been more interest in the YSS Conference than anticipated; the Library Services Committee will talk more about that later.

- B. *NYLA Library Legislative Day, March 13<sup>th</sup>:* NYLA Library Legislative Day is Tuesday, March 13<sup>th</sup>. A schedule of appointments is in your folders. Please let Sara know if you plan to participate.
- C. *Joint Automation Report:* The Joint Automation Council PAC Committee met. They are looking at Committee structure, needs. Times have changed, and some committees may have different functions. The Joint Automation Council is investigating stand by automatic generators for the computer equipment. Richard Helenik, SALS electrician, is obtaining information.
- D. *SALS Directory now online:* SALS member library directory is now online. You can get to it through SALS blog. Some libraries have updated their information already. The current SALS website will be going away, and people will be redirected to the SALS blog site.

- E. GLE Folklife collection: The Folklife Collection that SALS will temporarily house is gradually moving in; the stacks have been walled off for security. The majority of the collection will be coming soon, but there are several items on display throughout the office. Unfortunately, Albert Fowler, who was going to work at SALS during the Crandall Public Library Reconstruction, passed away. Our sympathies are extended to Albert Fowler's family, and his Crandall Public Library family because of his sudden and unexpected passing.
- F. Telephone System: The hard drive in the voice mail (Cadence) portion of our telephone system died, which caused all calls to come in to my extension. SALS opted to replace it with a rebuilt system, and will look into the possibility of a new telephone system.

The Governor's budget has \$111,000 more for SALS; a total of \$389,713 for construction.

5. **Committee Reports:**

- A. Audit & Finance: no report
- B. Building: The building has a small leak; if it doesn't get any worse, we will wait until Spring to fix it.
- C. Bylaws Committee: no report
- D. Central Library Aid and Services: no report
- E. County Aid Coordinators:
- F. Library Services: The YSS Conference in White Plains has more interested than anticipated. The Board previously approved a scholarship for one person at \$600. Five libraries have applied. Mrs. Smith, as chair of the Library Services Committee, moved extending scholarships for 4 more people for a total of 5 (1 person each from COR, BUR, CPH, GLE, WAT). Attendees would pay costs up front and be reimbursed after the conference. Motion carried.

Saratoga County amended the way non-profits could apply for County funds. A group of library staff from Saratoga County met and selected applying for funds for downloadable audio books. All libraries (except Round Lake) sent letters of support. Mrs. Dallas is in receipt of a letter from the Saratoga County attorney, Mr. Rider, allowing this one time only pass through of funds to the Women's Round Lake Improvement Society Library without jeopardizing the remainder of the money. Mrs. Smith, as chair of the Library Services Committee, moved that Round Lake Library be given \$3,000. Motion carried.

Jennifer Ferriss demonstrated the Zen Nano MP3 players that will be given to each library at the March 7<sup>th</sup> NetLibrary training sessions. They can be used for downloadable audio books. Net Library has fiction and non-fiction for children as well as adults, popular authors. Crandall Public Library as the Central Library, and SALS added money to the grant from Saratoga County so this could be extended to all of SALS libraries.

- G. Personnel: no report
- H. Trustee Nominating: no report

6. **Unfinished Business**: none

- 7. **Director's Council Report**: The Director's Council had a meeting scheduled for February 14<sup>th</sup>, but that was cancelled due to the snowstorm. They are going to try to have a meeting on March 7<sup>th</sup> during the break in the NetLibrary training sessions.

Mrs. Piracci suggested the possibility of investigating webcams for the libraries so the directors can participate remotely.

8. **Announcements:** Mr. Jeffords read a letter from Jo Piracci, Director at Clifton Park-Halfmoon Public Library, thanking the JA staff for all of the assistance and hard work performed in getting their new library building up and running.

Mr. Jeffords also read a thank you note from Mark Phillips, a Regent Street neighbor, thanking SALS for promptly taking care of a problem with a tree on SALS property, growing over on to his property.

Mr. Merrill, as President of the Board of Crandall Public Library, thanked SALS for assistance and support on the FOIL request, and Christine McDonald, Director at Crandall Public Library, thanked SALS for making space for the Folklife Collection and some Technical Services staff during their renovation. She also thanked the JA staff for being so involved with their building project right from the start. Their input has been very helpful. They hope to break ground the end of May.

Please return the warrants to Nancy Bowen.

9. **Other:** Meeting adjourned at 1:50.

Respectfully submitted,

Nancy L. Bowen  
Recording Secretary