

# SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **February 15, 2011** at 1 p.m.  
at the System Service Center

## MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, February 15, 2011 at the System Service Center and brought to order at 1:02 p.m. with President Arnold Elman presiding.

Present were: Mmes. Gold, Helms, Hoover, Nemer and Payne, and Mssrs. Elman, Mays, and Plantier. Also present were: Sara Dallas, Director at SALS, Jennifer Ferriss, Automation Training & Support and Youth Services Consultant at SALS, Alex Gutelius, Director at Clifton Park-Halfmoon Public Library, Christine McDonald, Director at Crandall Public Library, and Jill Martz, Administration & Finance Manager at SALS.

Absent with prior notice were: Mrs. McComb and Mssrs. Jeffords and Mosher.

1. **Approval of Board Meeting Minutes of October 19, 2010:** Dr. Elman asked if there were any changes or corrections to the minutes of the October 19, 2010 meeting. It was noted that the minutes should reflect that Mr. Mays was absent with prior notice. Hearing no other changes or corrections, Dr. Elman declared the minutes approved as corrected.
2. **Treasurer's Report and Monthly Budget Reports for October, November, December and January; warrants:** In the absence of Mr. Jeffords, Mrs. Martz was available for questions. Mrs. Gold moved, seconded by Ms. Hoover, that receipt of the October, November, December and January Treasurer's and Monthly Budget Reports be acknowledged, and that they be filed for audit. Motion carried. Warrants 2010-38 through 2010-51, A10-19 through A10-25, TA10-21 through TA10-27, and 2011-1 through 2011-2, A11-1, and TA11-1 through TA11-3 were available for Board perusal. (Copy attached to the Official Minutes).
3. **Director's Report** (*in addition to the written report sent out with the Board packets*):
  - A. **Joint Automation Report:** There will be an upgrade to Polaris 4.0 overnight on March 1<sup>st</sup>. This will make the upgrade as seamless as possible. Jennifer Ferriss will be conducting a visual walk-through of Polaris 4.0 features on February 23 from 10—noon at SALS and in the afternoon at Crandall Public Library, and on February 24 at 10—noon and again from 1---3 p.m. at Clifton Park-Halfmoon Public Library for Directors and member library staff. There will be an "APP" available for cell phones that would be available for only a maintenance fee.

Mrs. Dallas reviewed the changes in the JA Agreement which the Board needs to vote on later in the meeting.

Saratoga Springs Public Library has begun tagging its collection as part of the RFID project.
  - B. **Other:** Mrs. Dallas is assisting Cornelius Vanderbilt Whitney Long Lake Library in applying to become a School District Library.

Mrs. Dallas attended the Easton Library's Annual Meeting. Michael Russert, a civil war historian, presented a program on the Civil War. The library has an exhibit and really understands the purpose of a library as a "Community Space."

Crandall Public Library has started its Plan of Service and changing their priorities to better serve patron's needs; Saratoga Springs Public Library will also begin the planning process.

The State is projecting another 10% cut for 2011 on top of the 10% cut from last year that will take library aid back to 1994 levels. The Article 7 "Extender Bill" has been passed by the Assembly and the Senate and is waiting for the Governor to sign. The proposed State Budget includes \$76 million for libraries. The \$14 million in Capital Aid is still in the budget. Library Aid charts should be out this week.

This year's Summer Reading Program encourages libraries to partner with school libraries in their programs "One World, Many Stories" and "You are Here." Each library will receive \$167.47, and need to use the NYSSRP logo on any announcements, advertising or information.

SALS has completed the NYS Annual Report and also has to do a State Comptroller Report. PULISDO has asked the Division of Library Development to consider combining the two reports.

4. **Committee Reports:**

- A. Audit & Finance: Mr. Mays moved, seconded by Ms. Payne, to transfer \$29,000 from Salaries to Unemployment. Motion carried.
- B. Building: Mr. Mays reviewed the Building Projects that have been completed: new front door entry system, the window in Mrs. Martz' office, removal of air vent and installation of window in the mezzanine, computer room security window, and the installation of smoke and carbon monoxide detectors. Dr. Elman commented that the building is 2/3 empty; he charged the Building Committee to come up with some ideas as to what we can do to utilize the space.
- C. Bylaws Committee:
- D. Central Library Aid and Services:
- E. County Aid Coordinators: Mr. Plantier and several others attended a Warren County Board meeting; Warren County aid will be \$25,000.

Mrs. Dallas reported that a grant had been written to Saratoga County for \$34,000 and this will be used for downloadable audio books.

Hamilton County aid will be unchanged from last year.

- F. Library Services:
- G. Personnel:
- H. Trustee Nominating:

5. **Unfinished Business:**

- A. Search for Hamilton County Representative: Mrs. Helms reported that there are two potential candidates to fill the vacant position in Hamilton County. A decision should be reached by the end of the week.
- B. Approval of JA Agreement between SALS/MVLS: Mrs. Helms moved, seconded by Ms. Hoover, to approve the revised JA Agreement between SALS and MVLS. Motion carried.

6. **New Business:**

- A. Sara's potential involvement as an officer of another library organization: Mrs. Dallas has been asked to stand for election as President of PLA for 2013-2014. Since she has been very involved in various committee work for PLA, the Board felt there would not be any conflict or detriment to SALS or SALS services. By Board consensus, the Board voiced no objection to Mrs. Dallas standing for election as President of PLA.
- B. Review and Accept SALS 2010 NYS Annual Report: Ms. Payne moved, seconded by Mrs. Gold, to approve and submit SALS 2010 NYS Annual Report. Motion carried. Member library Annual Reports are due at SALS by February 20<sup>th</sup>, to be submitted to the State by March 1<sup>st</sup>.
- C. Approval of Authentication for LSTA Grant for the Summer Reading Program: Ms. Hoover moved, seconded by Mr. Mays, approval of the Authentication of the LSTA Grant for the Summer Reading Program. Motion carried. There will be a workshop at the Saratoga Springs Public Library on March 16<sup>th</sup>.
- D. Authorize a consultant for Technology: Carson Block is a consultant in the Technology field. Mrs. Dallas would like to have him come to work with JA staff, SALS staff and Board, and member library Directors to inspire new and improved technology services. Ms. Nemer moved, seconded by Mr. Plantier, to allocate up to \$6,000 for preparation work, report time, travel and expenses for Mr. Block to come and meet with SALS, and also to transfer \$6,000 from Salaries to Professional Fees. Motion carried.
- E. Sign Management letter for Auditors: Ms. Nemer moved, seconded by Mrs. Helms, to authorize Dr. Elman to sign the Management letter for the auditors. Motion carried.

7. **Director's Council Report:** Ms. McDonald reported that the Directors Council met on December 13<sup>th</sup>. Michael Borges, Executive Director at the New York Library Association, was guest speaker. The talk concentrated on funding and ideas for grants, including some the Directors were not previously aware that were available. Ms. McDonald said the Directors Council hopes to meet quarterly. Since 95% of SALS money is State Aid, other funding sources need to be investigated.

8. **Announcements:** Mrs. Gold said that the "Book Bag" at Saratoga Springs Public Library occasionally has unsold items (books, videos, etc.) that are still of use, and if anyone knows of a library or other group that may be in need of items, please let her know.

Ms. Gutelius said that the Justice Department will be distributing DVDs on sexual predators the week of February 11—18, 2011.

Mr. Plantier noted that Hadley-Luzerne Public Library has a role in the Middle School \$850,000 grant and will be offering children grades 3-8 and their families instruction on Fridays after school and in the summer over a period of three years. Participating students will be able to create video blog DVD's based on their individual interests. It is expected that the students will improve their use of critical thinking, problem solving, adaptability, communication, writing and collaboration skills. Furthermore because this is a multi-year project it will be interesting to watch as students interests change and their skill sets grow.

Meeting adjourned at 2:03 p.m.

Respectfully submitted,

Nancy L. Bowen  
Recording Secretary