

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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

SALS Board Meeting • **November 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, November 15, 2011 at the System Service Center and brought to order at 1:07 with President Arnold Elman presiding.

Present were: Mmes. Gold, Helms, and McComb, and Mssrs. Elman, Jeffords, Mays, and Plantier. Also present were: Sara Dallas, Director at SALS, Jennifer Ferriss, Bibliographic Database Specialist/Youth Consultant at SALS, Tim McDonough, Director at the Waterford Public Library, Christine McDonald, Director at the Crandall Public Library, and Jill Martz, Administration and Finance Manager at SALS.

Absent with prior notice were: Mmes. Hoover, Nemer, and Payne, and Mssrs. Hornstein and Mosher.

In the absence of a quorum, Dr. Elman asked Mrs. Dallas to give the Director's Report.

1. **Director's Report:**

- A. *Other:* Mrs. Dallas is standing for election as President of PLA 2013—2014. Her bio is online: <http://www.ala.org/pla/about/election/dallas>. Results will be available in May.

Mary Ellen O'Connor is working with Mrs. Dallas and a task force to improve the quality of trustee training for all trustees in NYS.

The Cornelius Vanderbilt Whitney Long Lake Public Library invited Mrs. Dallas to meet with the newly elected trustees.

(A quorum was reached at 1:09 p.m.)

Library Journal selects its Star Libraries using the annual report figures reported to the Federal government. Their research shows that libraries are being used more than ever before, even with the closing of libraries and branches throughout the US. 262 libraries were named America's Star Libraries out of 7,513. To be considered, libraries must have annual operating expenditures of at least \$10,000, serve a population of 1,000 and report on four per capita service measures. Library visits, circulation, program attendance, and public library Internet use. Congratulations to Bolton Free Library, Cambridge Public Library, Town of Indian Lake Library, and Schuylerville Public Library for making the list.

Libby Post has agreed to present at the SALS Annual Dinner. She has also submitted a contract for services; the agreement will provide consulting services for the member libraries and is included in your folders.

Special thanks to John Plantier and his work to get libraries noticed. He contacted Channel 13 and a program will be taped on February 2nd, shown on February 4th at 6:30 a.m. A panel of library directors will speak.

- B. Joint Automation Report: JA met on November 9th. The Polaris upgrade went off with only a small glitch due to a Time Warner problem. The new air conditioner in the computer room has been installed. Cassie, a time management program, has been installed at more libraries and is working well. The last JA computer order for 2011 has been submitted and the computers will be distributed before the end of the year. JA has informed member libraries that MPC 385 computers will not be maintained after 2012. These computers are from 7/2007 to 12/2008 and are too old to find replacement parts and maintain.

The proposed JA 2012 budget was presented for discussion. There is a \$3,500 line item expenditure for Financial Services that is new. JA employees fall under SALS umbrella and appear on SALS Annual Report. Discussion followed.

- 2. Approval of Board Meeting Minutes of October 18, 2011: Dr. Elman asked if there were any changes, additions or corrections to the minutes of the October 18, 2011 Board meeting. Hearing none, he declared the minutes approved as distributed.
- 3. Treasurer's Report and Monthly Budget Reports for October; warrants: Mr. Jeffords briefly reviewed the Treasurer's and Monthly Budget Reports. Mr. Mays moved, seconded by Mrs. Helms, to acknowledge receipt of the October Treasurer's and Monthly Budget Reports and file them for audit. Motion carried. Mr. Jeffords moved, seconded by Mrs. Gold, to revise the 2011 Budget and move \$25,000 from the Fund Balance to Member Library Professional Services to secure the services of Libby Post. Warrants 2011-36 through 2011-37 and TA11-21 through TA11-22 were available for Board perusal (copies attached to the Official Minutes).
- 4. Committee Reports:
 - A. Audit & Finance:
 - B. Building:
 - C. Bylaws Committee:
 - D. Central Library Aid and Services:
 - E. County Aid Coordinators: Mrs. Dallas reported that the request for Saratoga County Aid is on the table and under budget discussion.
 - F. Library Services:
 - G. Personnel:
 - H. Trustee Nominating:
- 5. Unfinished Business:
 - A. Annual Meeting: Ways to encourage attendance were discussed including SALS paying for one trustee from each library, having the trustees apply for a scholarship to attend, offering door prizes (Kindles, etc.), and asking library directors if they have suggestions. The Ad hoc committee will meet again and will report at the next Board meeting.
- 6. New Business:
 - A. JA Budget: Mr. Jeffords discussed the proposed JA Budget and gave a background history. The line item in the amount of \$3,500 for Financial Services is new for 2012. MVLS took over the financial part of JA in 2003, which was previously done at SALS. The JA Agreement says MVLS has the responsibility to take care of the financial matters. Discussion followed. Mrs. Gold moved, seconded by Mrs. Helms, that a letter be sent to the MVLS Board of Trustees stating that inclusion of a \$3,500 line item expenditure for Financial Services constitutes a modification to the JA Agreement which should be negotiated and finalized using the procedures in place. Motion carried.

7. **Director's Council Report**: Ms. McDonald reported on the Director's Council meeting. Alex Gutelius, Director at Clifton Park-Halfmoon Public Library, took the minutes. Discussions included e-books, readers, library practices, Overdrive, policies and unruly customers. There was no election of officers, and the Bylaws will be under review.

8. **Announcements**: Mrs. Gold encouraged attendance at NYLA; it was tremendous and had outstanding programs. Ms. McDonald commented that some Directors do not attend due to the cost.

Mr. Mays reported that the Reimaging Space program and reception at Butler, Rowland Mays was very well attended; standing room only.

The meeting was declared adjourned at 1:55 p.m.

Respectfully submitted,

Nancy L. Bowen
Recording Secretary