

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS (Southern Adirondack Library System) Board Meeting □

April 15, 2025 at 1 p.m.

at the SALS Service Center and Virtually via Zoom

Minutes

The regular meeting of the Southern Adirondack Library System was held April 18, 2025, at the System Service Center, and brought to order at 1:00 p.m. with President Carol Kuhr presiding.

Present in-person were: Mmes. Beck, Borden, Connell, Goodman, Kuhr, Lindner, Partello, and Shapiro; and Messr. Shaginaw. Also present were: Sara Dallas, SALS Director; Bob Jeffords, SALS Treasurer; Jack Scott, SALS Outreach and Technology Consultant; Colleen Smith, SALS Finance & Administration Manager, Issac Pulver, Director of the Saratoga Springs Public Library, Heather Crocker, Eleanor DeVries, and Debbie Warnock. Present via Zoom was Jill Ryder, SALS Assistant Director & Collection Management Consultant.

1. **Executive Session:** Ms. Borden made a motion to add an Executive Session to the Agenda, Seconded by Ms. Lindner. Ayes: All; Nays: None; Abstentions: None.
2. **Announcements:**
 - A. The Board accepted the resignation of board member Elaine Cowin. Ms. Shapiro moved, seconded by Ms. Beck. Ayes: All; Nays: None; Abstentions: None.
 - B. The Board approved Heather Crocker to serve on the SALS board until the election held on May 19, 2025 at the Annual Dinner Meeting. Ms. Connell Moved, Seconded by Ms. Beck. Ayes: All; Nays: None; Abstentions: None.
 - C. The Board approved Eleanor DeVries to serve on the SALS board until the election held on May 19, 2025 at the Annual Dinner Meeting. Ms. Lindner Moved, Seconded by Ms. Beck. Ayes: All; Nays: None; Abstentions: None
3. **Public Comment:** None.

Approval of Board Meeting Minutes from February 18, 2025: Ms. Kuhr asked if there were any comments or corrections to the minutes of the February 18, 2025, meeting. Having none, Ms. Kuhr asked for a motion to accept the minutes of the February 18, 2025 meeting. Ms. Shapiro moved, Seconded by Mr. Shaginaw. Ayes: All; Nays: None; Abstentions: None.

4. **Treasurer's Report and Monthly Budget Reports for February:**
Treasurer's Report and Monthly Budget Reports for March:
Warrants 2025-4 through 2025-5 and TA25-3 through TA25-4:

Warrants 2025-6 through 2025-8 and TA25-5 through TA25-6:
SALS' 2024 Draft Independent Auditor's Report:

Mr. Jeffords reviewed the February and March Treasurer's reports. Ms. Kuhr asked if there were any questions on the report. Mr. Shaginaw had questions regarding salary and utility amounts. Mr. Jeffords and Colleen responded and receipt of the February and March reports were acknowledged and filed for audit. (Copy attached to the Official Minutes.)

5. Director's Report: (see attached)

Mrs. Dallas' report included the following:

- Colleagues Erica Freudenberger and Colleen Smith have or will be departing SALS. Jack Scott has been promoted to Outreach and Technology Consultant. Pamela DelSignore will be assuming some of Colleen's responsibilities. Colleen will be working part-time until her position is filled. Mrs. Dallas made a recommendation to begin a search for Colleen's full-time replacement now. Mrs. Dallas further suggested waiting to fill Jack's prior position until the new Director is in place. Mrs. Dallas' final recommendation was that the board consider doing a study to review all salaries when the new Director is in place.
- There is currently no word on the New York State Budget.
- Mrs. Dallas commended the SALS staff and Alex Gutelius for their work in transitioning the Schenectady County Public Library out of the Joint Automation Project.
- Mrs. Dallas has been visiting and speaking to member library boards regarding the Executive Order which dismantled the Institute of Museum and Library Services.

A. Joint Automation Report: Included in the Director's Report.

B. Other: Jack Scott presented the 2024 Satisfaction Survey Results

6. Committee Reports:

- A. Audit & Finance (T. Shaginaw, chair): None.
- B. Building (C. Connell, chair): Recommendations for 2025 SALS Construction Challenge Grant Awards.
- C. Bylaws Committee (L. Goodman, chair): None.
- D. Central Library Aid and Services (M. Shapiro, chair): None.
- E. County Aid Coordinators (Connell, TBD, TBD, Goodman): None.
- F. Library Services (TBD, chair): After review of the 2024 Program of the Year Awards, the committee will recommend awards be given to the Galway Public Library for their *Messages from Survivors* Programming and the Saratoga Springs Public Library for their *Read to Recovery* Program. The committee also made a recommendation to award Stillwater Public Library an Honorable Mention for their *Food Truck Days* program.
- G. Personnel (L. Borden, chair): After review of the 2024 Trustee of the Year Awards, the committee will recommend an award to the Galway Public Library's trustee Raymond James "Jim" Hodsoll.
- H. Trustee Nominating: (J. Lindner, chair): This year's nominees being put forward are:
Jordan Hornstein (Hamilton County) Term 2025-2029
Heather Crocker (Saratoga County) Term 2025-2027
Patricia Partello (Saratoga County) Term 2025-2030
Eleanor DeVries (Washington County) Term 2025-2030
Debbie Warnock (Washington County) Term 2025-2028
Margaret Shapiro (Warren County) 2025-2030

- I. Director Search (M. Shapiro, chair): The Director search is in motion and the brochure is ready for approval.

7. **Unfinished Business:**

- A. SALS Courier Service - Request for Proposal: The contract with current service ends June 27, 2025. The Request for Proposal is under review by the attorney.

8. **New Business:**

- A. *Approve Resolutions for the Annual Meeting recognizing Linda Borden and Christine Connell for ten years of service. Ms. Beck moved, seconded by Ms. Partello to approve the resolutions to recognize Ms. Borden and Ms. Connell at the annual meeting. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- B. *Annual Meeting: Approve one free Trustee meal per library and to subsidize \$30 per meal for each subsequent library attendee. Ms. Borden moved, seconded by Ms. Crocker to approve SALS to subsidize the trustee and library reservations and to provide one free trustee reservation from each member library to attend the Annual meeting. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- C. *Approve 2024 Program of the Year Awards as recommended by the Library Services Aid Committee. The Library Services Aid Committee made a motion to approve the 2024 Program of the Year Award to the Galway and Saratoga Springs Public Libraries, and an Honorable Mention for the Stillwater Public Library, seconded by Ms. Shapiro. Ayes: All; Nays: None; Abstentions: None. Motion carried
- D. *Approve 2024 Trustee of the Year Awards as recommended by the Personnel Committee. The Personnel Committee made a motion to award the 2024 Trustee of the Year Award to James "Jim" Hodsoll of the Galway Public Library, seconded by Ms. Shapiro. Ayes: All; Nays: None; Abstentions: None. Motion carried
- E. *Approve the 2025 SALS Construction Challenge Grant Awards as recommended by the Building Committee. The Building Committee made a motion to approve the following libraries and awards for the 2025 SALS Construction Grants, seconded by Ms. Partello. Ayes: All; Nays: None; Abstentions: None. Motion carried
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|-----------------------|-------------------------------|------------------------|
| Argyle: \$5,000 | Greenwich: \$2,500 | Long Lake: \$2,000 |
| Ballston Spa: \$4,200 | Rockwell Falls: \$5,000 | Schuylerville: \$1,800 |
| Horicon: \$2,000 | Indian lake: \$5,000 | Stony Creek: \$5,000 |
| Fort Edward: \$2,000 | Inlet: \$5,000 | Waterford: \$4,500 |
| Crandall: \$3,000 | Caldwell/Lake George: \$3,000 | |
- F. *Review and accept the 2024 SALS Annual Report: Ms. Shapiro moved, seconded by Ms. Beck to approve the 2024 SALS Annual Report for submittal. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- G. *Approve revised Director Job Description: Ms. Linder moved, seconded by Ms. Partello to approve the revised Director Job Description. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- H. *Approve Director Search Brochure: Ms. Shapiro moved, seconded by Ms. Goodman to approve the revised Director Search Brochure. Ayes: All; Nays: None; Abstentions: None. Motion carried.

- I. Review revised MVLS/SALS Joint Automation Agreement: SALS is meeting with the attorney on Monday to review revised MVLS/SALS Joint Automation Agreement.
 - J. Review revised Member Library Joint Automation Agreement: After the MVLS/SALS Joint Automation Agreement is complete, the Member Library Joint Automation Agreements will be revised and sent to the libraries.
 - K. Review new Polaris contract: Michele Largeteau of the Joint Automation is working with Polaris on a new contract.
 - L. *Approve permission for The Beagle School to utilize SALS parking lot: A Memorandum of Understanding, to be approved by the SALS director and the Beagle School, will detail the specifics of the permission. Ms. Beck moved, seconded by Ms. Connell to approve The Beagle School to utilize that SALS parking lot. Ayes: All; Nays: None; Abstentions: None. Motion carried.
 - M. *Approve the SALS Director's appointment of Jack Scott as Outreach and Technology Consultant as of March 13, 2025: Ms. Shapiro moved, seconded by Ms. Borden to approve the appointment of Jack Scott as Outreach and Technology Consultant. Ayes: All; Nays: None; Abstentions: None. Motion carried.
 - N. *Approve signing of Management Representation Letter with UHY, LLP (Certified Public Accountants): Ms. Lindner moved, seconded by Ms. Beck to approve the signing of the Management Representation Letter. Ayes: All; Nays: None; Abstentions: None. Motion carried.
 - O. Approve proposed 2025 SALS Budget amendments: Ms. Shaginaw moved, seconded by Ms. Crocker to approve the proposed 2025 SALS Budget amendments. Ayes: All; Nays: None; Abstentions: None. Motion carried.
 - P. Consider scheduling a special May board meeting: A tentative regular meeting of the board was scheduled for Tuesday May 20th at 1:00 pm.
 - Q. Remuneration for Financial & Administrator position: Upon conclusion of the Executive Session, Ms. Linder made a motion, seconded by Ms. Shapiro, approval for Mr. Shaginaw, Mrs. Dallas, Mr. Jeffords, and Ms. Smith to determine remuneration for the transition period until Colleen's position is filled.
- 9. Director's Council Report:** Mr. Pulver briefly reported that the Director's Council spoke of Sara's plans for retiring and their concerns regarding the future of federal grants.
- 10. Announcements:** None.
- 11. Executive Session:** Ms. Borden made a motion to go into an Executive Session regarding personnel. Ayes: All; Nays: None; Abstentions: None. An Executive Session regarding personnel began at 1:59 pm and adjourned at 2:13 pm

Next SALS Board Meeting: **May 19th, 2025**, at 6:00 p.m. at The Saratoga National Golf Club.

The meeting adjourned at 2:15 p.m.

Respectfully Submitted,
Pamela DelSignore – System Services Support Coordinator

* Items so marked are action items

<i>SALS (Southern Adirondack Library System) Board Meeting Minutes, April 15, 2025.....</i>	<i>5</i>
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