

# **SOUTHERN ADIRONDACK LIBRARY SYSTEM**

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

SALS (Southern Adirondack Library System) Board Meeting □  
**April 16, 2024** at 1 p.m.  
at SALS Service Center and Virtually via Zoom

## **Minutes**

The regular meeting of the Southern Adirondack Library System was held Tuesday, April 16, 2024, at the System Service Center and via Zoom, and brought to order at 1:00 p.m. with President Russell Wise presiding.

Present in-person were: Mmes. Beck, Borden, Connell, Cowin, Goodman, Kuhr, Lindner, and Shapiro; and Messr. Hornstein and Wise. Also present were: Sara Dallas, SALS Executive Director, Bob Jeffords, SALS Treasurer; Jill Ryder, SALS Assistant Director & Collection Management Consultant; Erica Freudenberger, SALS Outreach, Engagement & Marketing Consultant; Jack Scott, SALS Technology & Youth Services; Colleen Smith, SALS Finance & Administration Manager; Pamela DelSignore, SALS System Services Support Coordinator; and Thomas Shaginaw, SALS Trustee Nominee. Present via Zoom were: Kathleen Naftaly, Director of the Crandall Public Library and Jennifer Richards, Interim Director of the Ballston Community Public Library.

Absent with prior notice were: Mmes. Taylor and Vineyard.

The meeting was recorded. <https://www.youtube.com/watch?v=I0ofKwxSLts>

**1. Opening Announcements:** None.

**2. Public Comment:** None.

**3. \*Approval of Board Meeting Minutes of March 19, 2024:**

Mr. Wise asked if there were any additions, corrections or deletions to the minutes of the March 19, 2024, meeting. Having none, Mr. Hornstein moved, seconded by Ms. Shapiro to approve the March 19, 2024, minutes of the SALS Board meeting as distributed. Ayes: All; Nays: None; Abstentions: Mr. Wise. Motion carried.

**4. \*Treasurer's Report and Monthly Budget Reports for March:** Approved for filing.

**Warrants 2023-7 through 2023-6 and TA23-6 through TA23-5:**

Mr. Jeffords reviewed the March 2024 Treasurer's and Monthly Budget Reports. Mr. Wise asked if there were any questions about the warrants. There were none.

**5. Director's Report** (see attached): The Director's oral report was presented by Mrs. Dallas.

Mrs. Dallas reported on the following:

- Mrs. Dallas acknowledged the years of service and contributions Mr. Hornstein and Mr. Wise have contributed to SALS and the board over the years.
  - Mrs. Dallas expressed her deep gratitude to the SALS Board for their unwavering support and encouragement, which has been instrumental in our successes and resilience during our challenges. She added that, without any doubt, my biggest thanks and admiration go to the amazing SALS and JA staff members.
  - Colleen has contacted the New York Council of Non-Profits (NYCON) regarding the employee handbook—it hasn't been fully reviewed since 2018, and laws have changed. Mrs. Dallas made the board aware that she will be signing the contract for their services.
  - Much time has been spent ensuring a smooth transition for Schenectady County Public Library to leave the Joint Automation Project. Transition is to happen mid-August of this year.
  - SALS is gearing up for the Annual Meeting. We still seek a Hamilton County trustee.
- According to the Times Union, the Governor announced the framework of the budget deal. Some lawmakers said negotiations are ongoing.
  - SALS has not received the official notice that the SALS 2023 Annual Report has been approved, but the last outstanding issue was resolved.
  - In even-numbered years, The President shall appoint an Officer Nominating Committee immediately following the annual meeting. This committee will establish a slate of Officers for election by the board at the first regularly scheduled meeting following the annual meeting. Additional nominations from the floor will be accepted. If there is more than one candidate per office, voting shall be done by written ballot. Membership on this committee shall not prohibit nomination for office. Since Mr. Wise will no longer be serving on the board, Mrs. Dallas suggested that it would be good to have the committee formed before the annual meeting.
    - Rockwell Falls Grand Reopening will be Saturday April 20 from 12:00 to 2:00.
    - Mrs. Dallas and Pamela DeSignore made sure the SALS libraries are on the Community Anchor Institutions List. The list is for possible future broadband funding.
    - Mrs. Connell requested an update on the Schenectady Public Library and the Upper Hudson Library System.
- A. Joint Automation Report: Included in Director's Report (see attached).
- B. Other:

**6. Committee Reports:**

- A. Audit & Finance (J. Lindner, chair): None.

- B. *Building (C. Connell, chair):* The committee met and will have recommendations for the board regarding the 2024 SALS Construction Challenge Grants. Also, the committee will present a recommendation for the SALS parking.
- C. *Bylaws Committee (J. Hornstein, chair):* No report.
- D. *Central Library Aid and Services (M. Shapiro, chair):* No report.
- E. *County Aid Coordinators (Connell, Cowin, Goodman, Vineyard):* No report.
- F. *Library Services (C. Kuhr, chair):* After review of the 2023 Program of the Year Awards, the committee will recommend awards be given to the Ballston Community Public Library for their Teen Book Box program and the Saratoga Springs Public Library for their Neurodiversity Club. The committee also made a recommendation to award Clifton Park – Halfmoon, Mechanicville, Round Lake, Malta, Stillwater and Waterford Public Libraries an Honorable Mention for the Magnificent Six Challenge.
- G. *Personnel (J. Lindner, chair):* After review of the 2023 Trustee of the Year Awards, the committee will recommend an award to Julia Osterhout Stone from the Ballston Community Public Library.
- H. *Trustee Nominating (J. Hornstein, chair):* The Trustee Nominating committee is putting forth Thomas Shaginaw (Saratoga County 2024-2029) and Elaine Cowin (Warren County 2023-2028). The committee is still seeking a candidate for Hamilton County (2024-2029).

## **7. Unfinished Business:**

- A. *SALS parking lot:* Ms. Connell reported that a complete rip out and replacement of the parking lot could be 50% funded by applying for NYS Construction Aid. Based on this decision the next steps will be to send out Reviews for Proposals, apply for the state aid, and have the project completed this year.

## **8. New Business:**

- A. *\*Approve signing of management representation letter:* Ms. Cowin moved, seconded by Ms. Beck to approve signing of the management representation letter. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- B. *\*Annual Meeting: 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:* Mr. Hornstein moved, seconded by Ms. Borden 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 Resolution for the Annual Meeting recognizing Mr. Hornstein for thirteen years of service and Mr. Wise for ten years of service.* Ms. Kuhr moved, seconded by Ms. Borden to approve the resolutions to recognize Mr. Hornstein and Mr. Wise at the annual meeting. Ayes: All; Nays: None; Abstentions: None. Motion carried.

D. \*Approve the 2024 SALS Construction Challenge Grant Awards (enclosure): The Committee made a recommendation to approve the following awards for the 2024 SALS Construction Challenge Grant Awards.

<i>Bolton: \$5,000</i>	<i>Greenwich: \$5,000</i>	<i>Mechanicville: \$4,600</i>
<i>Cambridge: \$0</i>	<i>Indian Lake: \$5,000</i>	<i>Round Lake: \$5,000</i>
<i>CP/Halfmoon: \$5,000</i>	<i>Lake George: \$5,000</i>	<i>Salem: \$5,000</i>
<i>Fort Edward: \$2,490</i>	<i>Long Lake: \$5,000</i>	<i>Schuylerville: \$2,910</i>

Ayes: All; Nays: None; Abstentions: None.

E. \*Approve the 2023 Program of the Year Awards as recommended by the Library Services Aid Committees: The Library Services Aid Committee made a motion to approve the 2023 Program of the Year Awards as follows, Ballston Community Public Library and the Saratoga Springs Public Library with an Honorable Mention for Clifton Park – Halfmoon, Mechanicville, Round Lake, Malta, Stillwater and Waterford Public Libraries. Ayes: All; Nays: None; Abstentions: None. Motion carried

F. \*Approve the 2023 Trustee of the Year Awards as recommended by the Personnel Committee: The Personnel Committee made a motion to award the 2023 Trustee of the Year Award to Julia Osterhout Stone of the Ballston Community Public Library. Ayes: All; Nays: None; Abstentions: None. Motion carried

Hamilton, Saratoga, and Warren County Board Nominations: The Trustee Nominating Committee made a motion to put forth Mr. Thomas Shaginaw from Saratoga County and Ms. Cowin from Warren County as nominees for the board up for election at the annual meeting. Ayes: All; Nays: None; Abstentions: Ms. Cowin. Motion carried.

G. \*Approve Colleen Smith to attend Camp Finance October 9-10, 2024: Ms. Lindner moved, seconded by Ms. Shapiro to approve Colleen Smith to attend Camp Finance in October. Ayes: All; Nays: None; Abstentions: None. Motion carried

**9. Director's Council Report:** No report.

**Announcements:**

- Next SALS Board Meeting: **May 20<sup>th</sup>, 2024**, at 5:00 p.m. at the Fort William Henry Conference Center in Lake George.

The meeting adjourned at 1:44 pm.

Respectfully Submitted,  
Pamela DeSignore

\* Items so marked are action items