

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

SALS Board Meeting • **April 16, 2013** at 1 p.m.
at the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, April 16, 2013 at the System Service Center and brought to order at 1:02 p.m. with President Arnold Elman presiding.

Present were: Mmes. Hoover, Nemer and Payne, and Mssrs. Elman, Hornstein, Mays, Mezzano, Mosher, Odess, and Plantier. Also present were: Sara Dallas, Director at SALS, Jennifer Ferriss, Automation Training & Support and Youth Services Consultant at SALS, Bob Jeffords, SALS Treasurer, Kathy Naftaly, Director at Crandall Public Library in Glens Falls, Ike Pulver, Director at Saratoga Springs Public Library, and Jill Ryder, General Librarian and Outreach Consultant at SALS.

Absent with prior notice were Mmes. Gold and McComb.

1. **Approval of Board Meeting Minutes of February 19, 2013**: Dr. Elman asked if there were and changes, corrections, or additions to the minutes of the February 19, 2013 Board meeting. Hearing none, Dr. Elman declared the minutes approved as distributed.
2. **Treasurer's Report and Monthly Budget Reports for February and March; warrants**: Mr. Jeffords briefly reviewed the Treasurer's and Monthly Budget Reports for March. Mr. Mays moved, seconded by Mr. Hornstein, that receipt of the February and March Treasurer's and Monthly Budget Reports be acknowledged, and that they be filed for audit. Motion carried. Warrants 2013-4 through 2013-7 and TA13-3 through TA13-6 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 Meeting Packets*):
 - A. Mrs. Dallas received a letter from Cheryl Gold, SALS Trustee, resigning her position on SALS Board effective immediately.
 - B. *Joint Automation Report*: Mrs. Dallas reported that the JA Staff, Eric Trahan and she are working with Carson Block. There will be a facilitation meeting on May 28, 2013 to examine the fee structure and JA services in Clifton Park-Halfmoon Public Library. All libraries will be encouraged to attend.
 - C. *Other*: The Annual Reports were submitted to DLD.

Mrs. Dallas is working with the Pember Library on several issues.

The LSTA NYLTO Grant year is completed. The final evaluation NYLTO was written and submitted. An article on NYLTO was written for the NYLA Bulletin. The program will be submitted for the Joseph Schubert Award due to the collaborative nature of the project and the impact on library service in the state.

Mrs. Dallas has been asked to write a chapter in a book "*Creative Management of Small Public Libraries in the 21st Century*" to be published by Scarecrow Press. Her chapter will be on "Trustee and Director Teamwork 101."

Mrs. Dallas submitted a program for PLA, 2014 on the need for well written policies.

Mrs. Dallas reported on visiting libraries. She is working with the Easton Library on their new Plan of Service.

Mrs. Dallas attended Crandall Public Library's Board meeting and will present a workshop at Round Lake Library/Malta Branch on patron policy.

Mrs. Dallas noted that the Board will need to approve a new air conditioning unit.

Bill Rougier, SALS maintenance person, had surgery on April 9th. He is now home from the hospital and doing well. A company has been hired to come in and clean twice a week in his absence.

4. **Committee Reports:**

- A. Audit & Finance: The auditor reported no findings in the Audit Review. Copies are in your folders.
- B. Building: Mr. Mays reviewed the three proposals received for a new air conditioning unit for the older part of the building. The Building Committee's recommendation is the proposal from TBS for \$33,534. Motion carried.
- C. Bylaws Committee:
- D. Central Library Aid and Services: Mrs. Nemer announced that Kathy Naftaly has been named Director of the Crandall Public Library. The Board extended their congratulations to Mrs. Naftaly.
- E. County Aid Coordinators:
- F. Library Services: Mrs. Nemer explained that the committee reviewed the six programs submitted for the Library Program of the Year. The Committee recommends:
 - i) Town of Ballston Community Library (Burnt Hills) "Home Delivery Books." This program works on conjunction with the Saratoga County office for the Aging and the Town of Ballston. The Town of Ballston Town Hall is the distribution point for the Saratoga County Home Delivery Meals program for parts of Charlton and Ballston. A bag of books is delivered with the meals and returned when finished.
 - ii) Saratoga Springs Public Library "Sensory Storytime" and The Sunday Club." These two programs form an important part of the library's overall array of programs and services for young people on the autism spectrum and their families.Motion carried.
- G. Personnel: The four nominations submitted for Library Trustee of the Year were reviewed, and the Committee recommends:
 - i) Town of Johnsburg Library---Larry Carr
 - ii) Saratoga Springs Public Library---Cheryl GoldMotion carried.
- H. Trustee Nominating: There is now an opening on SALS Board from Saratoga County due to the resignation of Cheryl Gold. Mrs. Dallas was instructed to send out a letter of interest to all Saratoga County Directors. The Board also needs to choose a Vice President for the 2013-2014 term as Mrs. Gold was also Vice President. Mr. Mays nominated Jordan Hornstein. Motion carried.

5. **Unfinished Business:** Mrs. Dallas and Mrs. Martz have been investigating SALS liability and PCI compliance should a breach occur. It appears that the individual library would be liable.

6. **New Business:**
 - A. *Approval of a new air conditioning unit: (see Committee Reports)*
 - B. *Approve SALS NYS Annual Report:* Ms. Payne moved, seconded by Mr. Hornstein, to approve and submit SALS Annual Report. Motion carried.
 - C. *Budget Amendments:*
 - i) Ms. Payne noted that SALS received \$9,500 from Pioneer Library System in December 2012. These funds are in our prior year fund balance and need to be moved to the disbursements line to be spent in 2013. Therefore, the Audit & Finance Committee moves to:
 - (1) increase disbursements line NYLTO \$9,500
 - (2) Increase amount used from prior year fund balance \$9,500Seconded by Ms. Hoover; motion carried.
 - ii) SALS received \$12,000 from a Federal LSTA grant to be used for the Summer Reading Program so the Audit & Finance Committee moves to:
 - (1) Increase income line LSTA Summer Reading Program-Federal Grant -- \$12,000
 - (2) Increase disbursement line LSTA Summer Reading Program Expenses -- \$12,000Seconded by Mrs. Nemer; motion carried.
 - D. *Annual Meeting:*
 - i) Mrs. Dallas spoke about last year's Annual Meeting and the door prizes as incentives for attendance. Mrs. Nemer moved, seconded by Ms. Payne to allow up to \$1,000 to purchase door prizes for the Annual Meeting. Mr. Odess opposed; motion carried.
 - ii) Mrs. Dallas asked if the Board wished to approve one guest meal per library to allow one board member per library to attend the SALS Annual Meeting. Ms. Hoover moved, seconded by Mr. Hornstein, to approve one guest meal per library to allow one board member per library to attend the Annual Meeting. Motion carried.

7. **Director's Council Report:** Mrs. Ferriss reported that the next Director's Council meeting will be June 11, 2013.

8. **Announcements:** Mr. Odess asked if it would be appropriate to recognize a library Director who is retiring after thirty-one years of service at the Annual Meeting. It was the Board consensus that an Agenda item would be added to the Annual Meeting Agenda to give member library boards an opportunity to recognize significant happenings.

Mr. Jeffords reminded the Board that he is available to answer financial questions from member library boards.

Meeting adjourned at 1:50 p.m.

Respectfully submitted,

Nancy L. Bowen
Recording Secretary