

SOUTHERN ADIRONDACK LIBRARY SYSTEM

22 WHITNEY PLACE • SARATOGA SPRINGS NY 12866-4596

(518) 584-7300 ☐ FAX (518) 587-5589

SALS Board Meeting • **April 19, 2016** at 1:05 p.m.
at the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, April 19, 2016 at the System Service Center and brought to order at 1:05 p.m. with Paul Mays presiding.

Present were: Mmes. Connell, Debus and Nemer, and Messrs. Mays, Odess, Plantier and Wise. Also present were: Sara Dallas, SALS Director, Bob Jeffords, SALS Treasurer, Kathy Naftaly, Director at Crandall Public Library in Glens Falls, and Jill Martz, SALS Administration & Finance Manager. Excused absence: Mmes. Borden, McComb and Payne and Messrs. Hornstein and Mezzano.

1. **Flynn, Walker, Diggin C.P.A., P.C. – Presented SALS 2015 Independent Audit Report:** Patrick Diggin and Serena Kirkpatrick reviewed the audit of SALS cash receipts and disbursements. Patrick Diggin reported that the audit had a clean opinion. Serena Kirkpatrick reported an increase of approximately \$69,000 in cash at the end of 2015 due to an increase in income of 11% and an increase in disbursements of 8%. Pass through to SALS member libraries increased by \$73,900 in 2015. SALS is in a good financial situation with a cash balance that could allow SALS to weather a short-term decrease in aid. The Auditors reported that SALS is a very transparent organization, with all of its information available for full and fair disclosure. Kudos to the whole financial team: Sara Dallas, Director/Auditor; Bob Jeffords, Treasurer; and Jill Martz, Administration and Finance Manager.
2. **E-Learn Libraries LLC – June Garcia reported on status of planning process:** Mrs. Garcia reported on the planning focus groups. Two have been held and two are scheduled. She reported that attendees feel the SALS staff is friendly and knowledgeable. She will organize the findings and post them on E-Learn www.elearnlibraries.com. Mrs. Garcia will meet with the SALS staff on Thursday to discuss the findings. An update on the long range planning will be presented at the SALS Annual Trustee Meeting in May. The plan will be used to develop the 2017 SALS Annual Budget. The 2017 SALS budget and plan of service 2017-2021 will be distributed for review and action at the September 2016 board meeting, shared with the field and approved during the October 2016 Board Meeting.
3. **Approval of Board Meeting Minutes of February 16, 2016:** Mr. Mays asked if there were any additions, corrections, or deletions to the minutes of the February 16, 2016 Board meeting. Mrs. Connell moved, seconded by Mr. Wise, to approve the minutes of the February 16, 2016 SALS Board meeting as distributed. Motion carried.
4. **Treasurer's Report and Monthly Budget Report for February and March; warrants:** Mr. Jeffords reviewed the February and March Treasurer's report. Ms. Debus moved, seconded by Mr. Odess, that receipt of the February and March reports be acknowledged and filed for audit. Motion carried. Warrants 2016-4 through 2016-8 and TA16-3 through TA16-7 were available for Board perusal. (*Copy attached to the Official Minutes*). Mr. Jeffords also reported on a meeting he had with the Bolton Free Library Board discussing financial controls. He reported they are forming an audit committee to do an internal audit of the library. Mr. Jeffords also made a recommendation to the Board regarding a policy regarding emergency expenses. Ms. Debus will investigate and add it to the Bylaws for Board review.

5. **Director's Report** (in addition to the written report sent out with the Board Meeting packets):

- A. **Joint Automation Report**: There will be a budget amendment later in the meeting.
- B. **Other**: Mrs. Dallas reported on the electrical outage problem at SALS and commended the staff for their sense of humor during the ordeal.
Ms. Nemer moved, seconded by Ms. Connell to accept the Director's report. Motion carried.

6. **Committee Reports**:

- A. **Audit & Finance**: Mr. Wise discussed the Finance Committee will need to meet over the summer to prepare the 2017 Budget. It will be presented as a draft at the September meeting and voted on at the October meeting.
- B. **Building**: Mr. Mays reported working with the Sage engineer so they could prepare for future replacement of equipment and building repairs. It was also discussed that as long as there is money in the budget line it is not necessary to get Board approval for expenses.
- C. **Bylaws Committee**: Ms. Debus will update and present to the Board regarding emergency expenses.
- D. **Central Library Aid and Services**: No report.
- E. **County Aid Coordinators**: No report.
- F. **Library Services**: Ms. Debus reported there were nine applicants for the Library Program of the Year. It was a difficult decision, as all applications were strong and demonstrated good programs are being held in the member libraries. Ms. Debus, for the Library Services Committee, moved that Crandall Public Library's – "Crandall Cares/It's Cold Out There" and Clifton Park-Halfmoon Public Library's – "Tuesday Bridges," are the two Library Program of the Year Award winners. Motion carried. It was suggested in the future the Board may wish to be more flexible with the number of awards it offers.
- G. **Personnel**: Mr. Mays made the recommendation for the Personnel Committee to award the Library Trustee of the Year awards to: Ken Bollerud – Saratoga Springs Public Library and Tom Saginaw – Town of Ballston Community Library. Motion carried. Mr. Wise reported the Personnel Committee met in March and looked at ways to evaluate the Director. The committee will meet again during the summer.
- H. **Trustee Nominating**: No report.

7. **Unfinished Business**:

- A. SALS Trustee attendance at LTA – approximately five member library trustees have signed up to attend.

8. **New Business**:

- A. Mr. Odess moved, seconded by Ms. Nemer to offer one \$500 and two \$250 Continuing Education Scholarships for prizes at the Annual meeting. Motion carried.
- B. Mr. Wise moved, seconded by Ms. Debus that SALS continue to subsidize one Trustee from each member library to attend the Annual meeting. Motion carried.
- C. Ms. Nemer moved, seconded by Ms. Connell that the conference attendance for Laurie Buckley, Jennifer Ferriss and Sara Dallas in the Director's report be approved. Motion carried.
- D. Mr. Wise, for the Finance committee, recommended an increase to the 2016 JA budget for software in the amount of \$16,050. Motion carried.
- E. Mr. Wise, for the Finance committee, recommended a transfer of \$21,000 from the Capital fund to the General fund for building maintenance. Motion carried.
- F. Mr. Odess moved, seconded by Ms. Debus that SALS make a donation to the NYLA Legal Defense Fund as requested in the Director's report, motion was amended to \$1,600. Motion carried.

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

10. **Announcements**:

Mrs. Dallas passed around magazines highlighting the work done by the architectural firm, Rowland, Butler and Mays. One library recently won the award 'Best Small Library in America'.

Ms. Nemer moved, seconded by Ms. Connell to adjourn the meeting. Motion carried. Meeting was adjourned at 2:15 p.m.

Respectfully submitted,

Jill Martz
Recording Secretary