

# SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **April 20, 2010** at 1 p.m.  
at the System Service Center

## MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, April 20, 2010 at the System Service Center and brought to order at 1:03 p.m. with President Arnold Elman presiding.

Present were: Mmes. Hoover, Jones, Payne, and Smith, and Mssrs. Elman, Mays, and Mosher. Also present were: Arlene Baker, President, Board of Trustees of Hudson Falls Free Library, Sara Dallas, Director at Southern Adirondack Library System, Michael Herman, Board of Trustee member of Hudson Falls Free Library, Jill Martz, Administration and Finance Manager at SALS, and Christine McDonald, Director, Crandall Public Library in Glens Falls.

Absent with prior notice were: Mmes. Gold, Helms, and Nemer, and Mssrs. Jeffords and Pepper.

Dr. Elman noted that the Board could report and discuss items on the Agenda, but actual voting would be delayed until a quorum was reached.

Dr. Elman asked everyone to introduce themselves, as we had guests.

1. **Approval of Board Meeting Minutes of February 23, 2010**: Dr. Elman asked if there were any additions or corrections to the minutes of the February 23, 2010 Board meeting. It was noted that the listing of Board members not present were not recorded. Dr. Elman declared the minutes approved as corrected.
2. **Treasurer's Report and Monthly Budget Reports for February and March; warrants**: Mrs. Martz pointed out that the last portion of 2009 State Aid was received in March, and the last portion of the Gates Grant for 2009 was also received in March.
3. **Director's Report** (in addition to the written report sent out with the Board packets):
  - A. **Joint Automation Report**: JA will be working with the catalogers and trainers to revise the Annual Report software in counting holdings.

The new terminal servers are configured and ready for testing.

Carol Clingan and Michele Largeteau are working on the JA 2011 budget. There will be an increase in fees. The fee schedule for 2011 will be \$.08 per item; \$.10 per circulation.

JA is revising the Workstation Purchase and Support Policy. Computers in some libraries are 5 or 6 years old and will need to be replaced. Three libraries have shown interest in SALS Computer Loan Program.

The email server crashed and was rebuilt; it will be upgraded.

- B. *Other*: The LSTA grants have been approved. One grant will provide continuing education for front line library staff, volunteers, and library trustees to enable them to obtain the skills to best work with the many diverse groups of people who are using their libraries.

On Wednesday, May 19<sup>th</sup> at the Saratoga Springs Public Library, the CDPC Mental Health Players will portray library scenarios and answer questions about mental illness. The CDPC Mental Health Players is an improvisational theater group that helps educate the community to understand mental health problems and to dispel the myths, misconceptions and stigma surrounding major mental illnesses. Following lunch will be a discussion with mental health professionals.

Stress Management and Coping Skills workshops will be presented by nationally renowned psychologist and author Patricia O’Gorman, Ph.D. These will be held on June 3<sup>rd</sup> at Greenwich Free Library, June 4<sup>th</sup> at Town of Ballston Community Library, June 10<sup>th</sup> at Hadley-Luzerne Public Library, and June 11<sup>th</sup> at the Town of Indian Lake Public Library.

Polly Farrington will present a program in September on the Census and Community to give tools to discover, understand, and identify diverse populations in our library communities.

Brian Oliver, a national expert, will present a workshop on Safety and Security for Library Personnel in October. This program will provide practical guidelines for all staff and volunteers to ensure everyone’s safety in the library.

Joan Frye-Williams, a Library Futurist, and George Needham, a Library Strategist, will be the speakers at SALS 53<sup>rd</sup> Annual Meeting on May 16, 2011. They will present workshops on customer service on May 17, 2011.

The Board moved to go into Executive Session at 1:15 p.m.

A quorum was reached at 1:37 p.m.

The Board came out of Executive Session at 1:38.

Mrs. Smith moved, seconded by Ms. Hoover, to acknowledge receipt of the February and March Treasurer’s and Monthly Budget Reports and file them for audit. Motion carried. Ms. Hoover moved, seconded by Ms. Jones to increase Income and Expense due to appropriation of additional grants for a total of \$45,400.

Detail:

1. LSTA Service Improvement Invitational Grant  
Continuing Education for Library Managers - \$11,400
2. Library Patron Grant from Senator Betty Little - \$34,000  
(\$1,000 each library in her district = \$23,000 with \$11,000 for SALS)

Motion carried.

4. **Committee Reports:**

- A. Audit & Finance:

- B. Building: Mr. Mays reported that the Building Committee will walk through SALS after the meeting to review and get ideas for the unused portion of SALS Construction Grant monies.
- C. Bylaws Committee:
- D. Central Library Aid and Services:
- E. County Aid Coordinators:
- F. Library Services:

(1) Library Program of the Year Awards: Sandi Payne, representing the Library Services Committee, reported that at their meeting on April 13, the Committee decided to recommend the following for the Library Program of the Year Awards:

- (a) Galway Public Library---“*Story Sculptures.*”
- (b) Crandall Public Library---“*The Reduced Shakespeare Company---Even Further Abridged.*”

Motion carried.

- (2) SALS Plan of Service: SALS Plan of Service needs to be revised and updated. The Library Services Committee recommends hiring Sandra Nelson at not more than \$5,000 to facilitate updating and revising SALS Plan of Service. Motion carried.
- (3) SALS Free Direct Access also needs to be revised and updated. There will be a Director’s Council meeting on April 28<sup>th</sup>; this will be discussed. SAR, CPH and GLE have updated their procedures since the *Free Direct Access* plan was first initiated.

G. Personnel:

- (1) Library Trustee of the Year Awards: Joyce Smith, Chair of the Personnel Committee, reported that the Committee’s recommendations for Library Trustee of the Year are:
  - (a) Sandra Debus---Round Lake Library.
  - (b) Michael Marchese---Waterford Public Library.

Motion carried.

H. Trustee Nominating: Mrs. Smith reported that the Notice of Annual Business Meeting Letters dated March 26<sup>th</sup> were mailed to all trustees. The Trustee Nominating Committee will put forth the following candidates:

- (1) Hamilton County:
  - (i) Deborah M. Jones for a five-year term
  - (ii) Karen McComb for a five-year term
- (2) Saratoga County: James C. Mosher for a second five-year term.
- (3) Warren County: John Plantier for a five-year term.
- (4) Washington County: Julia (Judy) Hoover for a second five-year term.

5. Unfinished Business:

- A. SALS Annual Meeting: Cliff Mealy from the Greenwich Free Library will offer a tour of the Underground Railroad sites in Greenwich from 4 to 5 p.m. prior to the Annual Meeting. Space is limited, so please let Sara know if you are interested. In case of bad weather, he will offer a slide presentation in the library. The Greenwich Free Library will have an Open House from 3 to 5 p.m.

6. **New Business:**

A. Whistle Blower Policy: Copies of the *Whistleblower Policy* approved by SALS attorney were previously sent to the Board as well as in their folders. Mr. Mays moved, seconded by Ms Paine, to approve the *Whistleblower Policy* as presented. Motion carried.

7. **Director's Council Report:**

8. **Announcements:**

Christine McDonald, Director at Crandall Public Library, noted events coming up at Crandall Public Library:

NYSL Construction Grant Workshop May 5<sup>th</sup> at 10 a.m.

Cinco de Mayo Concert at 7 p.m. May 5<sup>th</sup> with Don & Victoria Armstrong

Selected Shorts at Crandall Public Library May 7<sup>th</sup> at 7 p.m.

Dr. Elman declared the meeting adjourned at 1:56 p.m.

Respectfully submitted,

Nancy L. Bowen  
Recording Secretary