

SOUTHERN ADIRONDACK LIBRARY SYSTEM
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SALS Board Meeting ■ **February 15th, 2022**, at 1:00 p.m.
at SALS Service Center, held via GoToMeeting

MINUTES

The regular meeting of the Southern Adirondack Library System was held Tuesday, February 15, 2022, at the System Service Center, held via GoToMeeting and brought to order at 1:00 p.m. with President Jordan Hornstein presiding.

Present were: Mmes. Beck, Connell, Cowin, Kuhr, Lindner, Shapiro, and Taylor; and Messrs. Hornstein, Odess and Wise. Also present were: Sara Dallas, SALS Director; Bob Jeffords, SALS Treasurer; Jill Ryder, SALS Assistant Director & Collection Management Consultant; Jack Scott, SALS Technology & Community Youth Services Librarian; Erica Freudenberger, SALS Outreach & Engagement Consultant; Colleen Smith, SALS Finance & Administration Manager; Pamela DelSignore, SALS System Services Support Assistant; Alexandra Gutelius, Clifton Park/Halfmoon Library Director; Kristel Guimara, CVW Long Lake Public Library Manger.

Absent with prior notice was: Mmes. Borden and Seifts

1. **Public Comment**: No comment.
2. ***Approval of Board Meeting Minutes of January 18, 2022** (enclosure):

Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the January 18, 2022 Board meeting. Ms. Kuhr moved, seconded by Ms. Connell, to approve the minutes of the January 18, 2022 SALS Board meeting as distributed. Ayes: All; Nays: None; Abstentions: None. Motion carried.

3. ***Treasurer's Report and Monthly Budget Reports for January 2022** (available prior to meeting);
Warrants 2022-1 through 2022-4 and TA22-1 through TA22-2 (enclosure):

Mr. Jeffords made note that we are waiting for the final audit reports and financial statements. Drafts have been approved. Next, they will be checked at the CPA firm and then actual bound versions will be available for everybody on the Board. He further reported that he has a copy of the opinion which will be ready for next month's meeting. The CPA's will present their findings to the board in June. Furthermore, Mr. Jeffords read the opinion to the Board.

Mr. Jeffords reviewed the Treasurer's and Monthly Budget Reports. Mr. Wise moved, seconded by Ms. Beck, to ensure that receipt of the January reports is acknowledged and filed for audit. (*Copy attached to the Official Minutes.*) Ayes: All; Nays: None; Abstentions: None. Motion carried.

4. **Director's Report** (see attached):
Mrs. Dallas reported that SALS' New phone system went live with better sound quality and phone features.

The SALS survey to measure the use, value and satisfaction of its services has gone out. It will remain open until February 18th. Ninety-five people have responded with a good mixture of directors, staff, and trustees. Once we have a chance to review the results, an executive summary and a link to the survey will be shared.

Please note: under New Business, that the 2021 SALS Annual Report portal was opened late last week. It is due to The State on April 1st, 2022. The board will review the report at the March meeting.

Mrs. Dallas reviewed plans for the SALS Annual Meeting. This year’s meeting will be virtual. Mrs. Dallas suggested that we had a better attendance when held in the evening and further reported there will be a guest speaker (Deborah Caldwell Stone) at the meeting. The Board will be asked to approve a \$1,000 non-refundable deposit to hold the meeting space at the Marriott for the 2023 Annual Meeting.

NYLA (New York Library Association) Advocacy Day is on March 2nd - Pamela has scheduled the meetings. We will also meet with Assemblywoman Carrie Woerner and a couple of other legislatures on Monday February 28th.

The Governor has extended the State of Emergency through March 16, allowing libraries to continue to hold virtual meetings through that date.

Mrs. Dallas reported that she is participating in the ALA (American Library Association) National Advocacy Day on March 1st. National Advocacy Day is also virtual this year.

Save-the-Date: Stephanie Cole Adams will present a 90-minute webinar on collection and book challenges in the library at 2:30 pm March 11.

SALS trustees can request a SALS email address to keep SALS business separate from personal business.

Mrs. Dallas noted that her term as an Executive Board Member begins after the ALA Annual meeting in June. It is a three-year commitment.

A. Joint Automation Report: No report

B. Other: Jack Scott reported on Libby and Tech After Lunch

Mr. Scott presented a show and tell of things we have been working on.

Tech after Lunch presents technology used at SALS and the libraries. The presentations describe a piece of technology and include hands-on practice. They are not recorded to maintain a pressure-free environment for learning and Mr. Scott also offers one-on-one help. This program helps the library meet one of the minimum standards. Examples of Tech after Lunch topics include: One Drive, Google Drive, Libby, and Word Press. Future Ideas include Google Forms, Email, Outlook Calendar, Virtual Meetings etc. Tech after Lunch also shows where they can locate additional information on the SALS website.

The Board will be asked to approve motions regarding the signing of the management representation letter. Approval of the time schedule for Annual Meeting on May 15 and approval to pay the \$1,000 non-refundable deposit for the Marriott meeting space for the 2023 Annual Meeting.

5. **Committee Reports:**

A. Audit & Finance (R. Wise, chair): No report.

B. Building (C. Connell, chair):

- i) The new phone system has been installed.
- ii) New York State construction money is getting cut.
- iii) A plumber came in to fix an issue in restroom and Jack’s office.
- iv) The SALS \$50k construction grant information should go out to people in the next couple of months. Libraries can submit an application for up to \$5k.

C. Bylaws (R. Wise, chair): No report.

- D. Central Library (M. Shapiro, chair): No report.
- E. County Aid Coordinators (Seifts, Connell, Odess, Cowin): No report.
- F. Library Services (C. Kuhr, chair): No report.
- G. Personnel (L. Borden, chair): No report.
- H. Trustee Nominating (E. Cowin, chair): There will be two seats open, one in Washington County (Bob Odess' seat) and one in Hamilton County (Nancy Seifts' seat)

6. **Unfinished Business**: None

7. **New Business**:

A. *Approve signing of management representation letter (enclosure)

Mr. Wise moved, seconded by Ms. Beck, to approve the signing of the management representation letter. Ayes: All; Nays: None; Abstentions: None. Motion carried.

B. Approval of the 2021 SALS Annual Report

SALS Annual Report is due on April 1st and will be presented at the March 15th Board Meeting for approval.

C. *Approve time schedule for Annual Meeting on May 16th

Mr. Odess moved, seconded by Ms. Kuhr, to approve the time of the Annual Meeting on May 16th to be at 7:00pm. Ayes: All; Nays: None; Abstentions: None. Motion carried.

D. *Approve \$1,000.00 non-refundable deposit for the Marriott meeting space for the 2023 Annual meeting.

Ms. Lindner moved, seconded by Ms. Connell, to approve a \$1,000.00 deposit for the Marriott meeting space for the 2023 Annual Meeting. Ayes: All; Nays: None; Abstentions: None. Motion carried.

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

9. **Announcements**: Mr. Hornstein reminded The Board that by May he will need a nominating committee.

Ms. Shapiro moved, Ms. Cowin seconded, to adjourn the meeting. Meeting adjourned at 1:36 pm.

Respectfully Submitted,

Pamela DelSignore

* Items so marked are action items

Next SALS Board Meeting: **March 15th, 2022**, at 1:00 p.m. at SALS Service Center, held via GoToMeeting.