

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting ■ **February 16, 2021** at 1 p.m.

held virtually via GoToMeeting

AGENDA

The regular meeting of the Southern Adirondack Library System was held Tuesday, February 16, 2021, held virtually via GoToMeeting and brought to order at 1:01 p.m. with President Jordan Hornstein presiding.

Present were: Mmes. Borden, Connell, Cowin, Kuhr, Lindner, Nemer, Seifts, and Shapiro, and Messrs. Hornstein, Odess, and Wise. Also present were: Bob Jeffords, SALS Treasurer; Sara Dallas, SALS Director; Jill Ryder, SALS Assistant Director & Collection Management Consultant; Erica Freudenberger, Outreach & Engagement Consultant; Dianne Winter, SALS Finance & Administration Manager; Michele Largeteau, Joint Automation Project Manager.

Absent with prior notice: Mme. Taylor

1. **Public Comment** None.

2. **Approval of Board Meeting Minutes of January 19, 2021:**

Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the January 19, 2021, Board meeting. Mr. Odess moved, seconded by Ms. Nemer, to approve the January 19, 2021, minutes of the SALS Board meeting. Motion carried.

3. **Treasurer's Report and Monthly Budget Reports for January; Warrants 2021-1 through 2021-2 and TA21-1 through TA21-2:**

Mr. Jeffords reviewed the January 2021 Treasurer's and Monthly Budget Reports. Ms. Borden moved, seconded by Mr. Wise, that receipt of the January report be acknowledged and filed for audit. Motion carried. (Copy attached to the Official Minutes.)

4. **Director's Report:**

Mrs. Dallas pointed out a small correction to the Jan – Feb Director's report: it referenced funding being restored for FY21. The report should have stated that the 15% of funding withheld from the FY20 budget may be restored. If the money is released, we would receive it by the end of March 2021, which is the end of the state fiscal year 20-21.

Virtual appointments with our legislators have been made for February 26th for Advocacy Day. When the meeting links are available, the information will be shared with the SALS Board and member library directors. Due to the nature of virtual meetings, we will develop a script and coordinate speakers. SALS will also develop some informational slides to be shared with the legislators during the meetings.

Mrs. Dallas is working directly with member library boards, setting up virtual meetings to talk about concerns specific to each library. These library-specific meetings have been more fruitful than system-wide trustee trainings.

Mrs. Dallas worked with Ms. Largeteau to make minor corrections to the SALS CARES Act application and it was resubmitted. We are waiting to hear if it will be funded.

Mrs. Dallas is working remotely on a regular basis. The SALS building was closed today due to weather. Delivery was cancelled due to the roads but most staff are working remotely.

There is possible good news regarding federal aid to libraries. Senator Reed (RI) introduced major legislation – Build America’s Libraries Act - to assist libraries and their buildings. Can be used for things like mold, asbestos, etc. If passed, it would be an influx of construction aid, where state construction funding is expected to remain low at \$14 million across all NYS libraries. General library aid is expected to be \$87 million statewide.

We are expecting 7.5% less in state aid than received in 2020. At this time the final budget is not set, and it is unclear what the negotiation process will look like.

A. Joint Automation Report: None.

5. Committee Reports:

A. Audit & Finance (R. Wise, chair): None.

B. Building (C. Connell, chair): Ms. Connell mentioned the committee discussed two proposals for replacing the locks at SALS. One solution is less expensive (approximately \$11,000) but the technology is older. The other is more expensive (approximately \$14,000 plus an annual fee) and is a cloud solution. No recommendation is being made yet. Ms. Winter is arranging for presentations by the two vendors, after which the committee will bring a recommendation to the full board.

C. Bylaws Committee (R. Wise, chair): Mr. Wise reported back about memorial donations. The committee’s recommendation is that we should stop the practice of making these donations to libraries in honor of deceased trustees. The board could choose to pool individual funds to create a sunshine fund for these types of donations, or cease the practice. Ms. Nemer suggests SALS should just send out acknowledgement letters for service when these situations arise.

D. Central Library Aid and Services (D. Nemer, chair): None.

E. County Aid Coordinators (Seifts, Connell, Odess, Cowin): None.

F. Library Services (C. Kuhr, chair): None.

G. Personnel (L. Borden, chair): Ms. Borden recognized the SALS staff for going above and beyond during the pandemic.

H. Trustee Nominating (E. Cowin, chair): Ms. Cowin reported we sent out letters to the member libraries in Warren County and we have one person who may be interested in filling Ms. Nemer’s upcoming vacant seat.

6. Unfinished Business: None.

7. New Business:

A. Joint Automation Project Manager update

Ms. Largeteau reported out an overview of the JA Project and specific projects the staff has been working on over the last year. Pandemic-related projects have included: making VPN available for necessary library staff to access Polaris from home, making available OverDrive InstaCard, and working with trainers to institute system-wide updates to Polaris while libraries were closed (adjusting settings,

delaying fines, etc.). Additional projects unrelated to the pandemic have included upgrading Polaris in April 2020 (first while in hosted environment – streamlined the upgrade); replacing our firewall as the previous product was end of life; upgrading all member library websites; assisting libraries upgrade their internet connections; making improvements to public library lockdowns; working with Crandall Public Library on their RFID system; working with Greenwich Free Library and Stillwater Public Library on their current and future building projects, respectively; working with Quipu on patron self-registration site which is now nearing the testing phase; negotiating with III to reduce increases in annual fees; and providing general assistance to member libraries during regular work hours as well as evening and weekend hours.

B. Approve signing of management representation letter

Ms. Winter directed trustees to the letters and reports provided by UHY after their January audit of the SALS financials. Mr. Wise moved, seconded by Ms. Lindner, that the Management Representation Letter may be signed and returned to UHY. Motion carried.

C. SALS Annual Dinner

Executive Committee met on Friday, February 12th, determining that for the safety of all who might attend, the annual meeting for 2020 will take place virtually instead of in-person. It will be held at its usual time and date: 7pm on Monday, May 17th, and Erica Freudenberger will be our speaker.

8. Director’s Council Report: None.

9. Announcements: None.

Meeting adjourned at 1:39 p.m. Moved by Ms. Nemer, seconded by Ms. Kuhr. Motion carried.

Respectfully submitted,

Dianne Winter