

SOUTHERN ADIRONDACK LIBRARY SYSTEM
22 WHITNEY PLACE □ SARATOGA SPRINGS NY 12866-4596
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SALS Board Meeting □ **February 18, 2025** at 1 p.m.
At the System Service Center and Virtually via Zoom

AGENDA

1. **Announcements:** Comfort Food Community presentation. Robert Write, Board of Directors President and Laura Marx, Executive Director.
<https://www.comfortfoodcommunity.org/>
2. **Public Comment**
3. ***Approval of Board Meeting Minutes from November 19, 2024:** ([LINK to minutes](#))
4. ***Treasurer's Report and Monthly Budget Reports for November:** ([LINK to reports](#))
***Treasurer's Report and Monthly Budget Reports for December:** ([LINK to reports](#))
***Treasurer's Report and Monthly Budget Reports for January:** ([LINK to reports](#))
***Annual 2024 Treasurer's Report:** ([LINK to report](#))
Warrants 2024-30 through 2024-31 and TA24-23 through TA24-24: ([LINK to warrants](#))
Warrants 2024-32 through 2024-34 and TA24-25 through TA24-26: ([LINK to warrants](#))
Warrants 2025-1 through 2025-3 and TA25-1 through TA25-2: ([LINK to warrants](#))
5. **Director's Report** ([LINK to report](#)):
 - A. *Joint Automation Report:* Included in the Director's Report
 - B. *Other:*
6. **Committee Reports:**
 - A. *Audit & Finance (T. Shaginaw, chair):*
 - B. *Building (C. Connell, chair):*
 - C. *Bylaws Committee (L. Goodman, chair):*
 - D. *Central Library Aid and Services (M. Shapiro, chair)*
 - E. *County Aid Coordinators (Connell, Cowin, Goodman, Vineyard):*
 - F. *Library Services (E. Cowin, chair):*
 - G. *Personnel (L. Borden, chair):*
 - H. *Trustee Nominating: (J. Lindner, chair):*
7. **Unfinished Business:**
 - A. *Trustee nominations for the 2025 Annual Meeting:*
 - a. Susan Hartman (Hamilton County)
 - b. Jordan Hornstein (Hamilton County)
 - c. Heather Crocker (Saratoga County)
 - d. Patricia L. Partello (Saratoga County)
 - e. Margaret Shapiro (Warren County) 2nd term
 - f. TBD (Washington County)
8. **New Business:**
 - A. **Approve Patricia Partello to fill Barbara Taylor's seat on the SALS board until the election held on May 19, 2025 at the Annual Dinner Meeting.*

- B. **Approve updated SALS Employee Handbook ([link to handbook](#)):*
- C. *Review Cash Receipt Procedures and Payroll Procedures and Cash Transfers to Cover Warrants*
- D. **Appointment of Trevor Oakley to fill the remainder of Tim McDonough's term on the Joint Automation Council:* Michelle Barron stepped off and Trevor Oakley stepped up to fulfill the remainder of Tim McDonough's term.
- E. **Approve Multi-Factor Authentication for all Joint Automation Accounts:*
- F. **Approve Vega Discover library catalog:*
- G. **Approve 2026 Joint Automation Fees. ([Draft 2026 JA Fees Billing](#))*
- H. *SALS Courier Service - Review for Proposal:* Contract with current service ends June 27, 2025.
- I. **Permission for staff to attend conferences in 2025:*
 - a. Jack Scott to attend New York Library Association – Youth Services Section April 19, 2025
 - b. Sara Dallas to attend American Library Association Executive Board Meeting - April 24-30, 2025, Chicago, IL
 - c. Sara Dallas and Erica Freudenberger to attend American Library Association Annual Conference - June 2025, Philadelphia, PA
 - d. Erica Freudenberger to attend Association for Rural & Small Libraries Conference – September 17–20, 2025, Albuquerque, New Mexico
 - e. Colleen Smith to attend New York Council of Nonprofits Camp Finance – October 2025
 - f. Erica Freudenberger, Jill Ryder, Jack Scott, and Pamela DelSignore to attend New York Library Association – November 5-8, 2025, Saratoga Springs, NY

9. Director's Council Report:

10. Announcements:

11. Executive Session:

* Items so marked are action items

Next SALS Board Meeting: **March 18, 2025**, at 1:00 p.m. at SALS Service Center.