

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS (Southern Adirondack Library System) Board Meeting □

February 18, 2025 at 1 p.m.

at the SALS Service Center and Virtually via Zoom

Minutes

The regular meeting of the Southern Adirondack Library System was held February 18, 2025, at the System Service Center and via Zoom, and brought to order at 1:00 p.m. with President Carol Kuhr presiding.

Present in-person were: Mmes. Beck, Connell, Cowin, Goodman, Kuhr, and Lindner; and Messr. Shaginaw. Present via Zoom was Mmes. Borden. Also present were: Patricia Partello, Heather Crocker, Sara Dallas, SALS Director; Bob Jeffords, SALS Treasurer; Jill Ryder, SALS Assistant Director & Collection Management Consultant; Erica Freudenberger, SALS Outreach, Engagement & Marketing Consultant; Jack Scott, Technology & Youth Services Librarian; Colleen Smith, SALS Finance & Administration Manager; Pamela DelSignore, System Services Support Coordinator; Michele Largeteau, Joint Automation Project Manager, and Chris Mundell, Systems Administrator.

Absent with prior notice was: Mmes. Shapiro.

Absent without notice was: Mmes. Vineyard

The meeting was recorded. <https://youtu.be/GLnk-GsfAdc>

1. Announcements:

2. Public Comment:

***Approval of Board Meeting Minutes from November 19, 2024:** Ms. Kuhr asked if there were any comments or corrections to the minutes of the November 19, 2024, meeting. Having none, the minutes of the November 19, 2024 meeting were approved. Ayes: All; Nays: None; Abstentions: None.

3. *Treasurer's Report and Monthly Budget Reports for November:

***Treasurer's Report and Monthly Budget Reports for December:**

***Treasurer's Report and Monthly Budget Reports for January:**

***Annual 2024 Treasurer's Report:**

Warrants 2024-30 through 2024-31 and TA24-23 through TA24-24:

Warrants 2024-32 through 2024-34 and TA24-25 through TA24-26:

Warrants 2025-1 through 2025-3 and TA25-1 through TA25-2:

Ms. Kuhr asked if there were any questions on the report. Having none, receipt of the November, December, and January reports was acknowledged and filed for audit. (Copy attached to the Official Minutes.)

4. Director's Report: (see attached)

Mrs. Dallas' report included the following:

- Advocacy Day 2025 was successful. The ask was for an increase in the Governor's budget.
- SALS has submitted applications for a couple of Federal Grants. The status of Federal grants is forthcoming.

A. Joint Automation Report: Included in the Director's Report.

B. Other: Michele Largeteau reported that at the January 8th JA council meeting, it was recommended that there be no fee increase for the 2026 JA Fees. Additionally, the council voted to require multi-factor authentication for all staff accounts as of April 15th, 2025. There will be a Q&A webinar on February 26th, at 2:30. Finally, Ms. Largeteau reported that the new five-year contract with III will include an upgrade bundle that includes Vega Discover, a catalog integration that is also ADA compliant.

5. Committee Reports:

A. Audit & Finance (T. Shaginaw, chair): None.

B. Building (C. Connell, chair): SALS Construction Challenge Grant applications are due March 1.

C. Bylaws Committee (L. Goodman, chair): None.

D. Central Library Aid and Services (M. Shapiro, chair) None.

E. County Aid Coordinators (Connell, Cowin, Goodman, Vineyard): None. County funds are incoming.

F. Library Services (E. Cowin, chair): None.

G. Personnel (L. Borden, chair): The committee has completed their review of the updated SALS Employee Handbook and will make a recommendation to the board to approve the updates.

H. Trustee Nominating: (J. Lindner, chair): There are several nominees to fill vacancies on the board.

6. Unfinished Business:

A. Trustee nominations for the 2025 Annual Meeting:

- a. Jordan Hornstein (Hamilton County)
- b. Heather Crocker (Saratoga County)
- c. Patricia L. Partello (Saratoga County)
- d. Margaret Shapiro (Warren County) 2nd term
- e. Eleanor DeVries (Washington County)

7. 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: Ms. Cowin moved, seconded by Mr. Shaginaw to approve Patricia Partello to fill Barbara Taylor's seat on the SALS board. Ayes: All; Nays: None; Abstentions: None.

B. *Approve updated SALS Employee Handbook: Ms. Lindner moved, seconded by Ms. Beck to approve the updated SALS Employee Handbook. Ayes: All; Nays: None; Abstentions: One.

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. Ms. Cowin moved, seconded by Ms. Lindner to appoint Trevor Oakley to fill the remainder of Tim McDonough’s term on the Joint Automation Council. Ayes: All; Nays: None; Abstentions: None.
- E. **Approve Multi-Factor Authentication for all Joint Automation Accounts:* Ms. Beck moved, seconded by Ms. Connell to approve Multi-Factor Authentication for all Joint Automation Accounts. Ayes: All; Nays: None; Abstentions: None.
- F. **Approve Vega Discover library catalog:* Ms. Cowin moved, seconded by Ms. Borden to approve Vega Discover library catalog. Ayes: All; Nays: None; Abstentions: None.
- G. **Approve 2026 Joint Automation Fees:* Mr. Shaginaw moved, seconded by Ms. Partello to approve 2026 Joint Automation Fees. Ayes: All; Nays: None; Abstentions: None.
- H. *SALS Courier Service - Review for Proposal:* Contract with current service ends June 27, 2025.
- I. **Permission for staff to attend conferences in 2025:* Ms. Cowin moved, seconded by Ms. Beck to approve the following staff travel for 2025. Ayes: All; Nays: None; Abstentions: None.
 - 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, New York.
- J. *Authorize up to \$30,000 for a new director search:* Ms. Lindner moved, seconded by Ms. Beck to budget up to \$30,000 for a new director search. Ayes: All; Nays: None; Abstentions: None.

8. Director’s Council Report: None.

9. Announcements: None.

10. Executive Session: An Executive Session regarding personnel began at 2:00pm and adjourned at 2:24pm

Next SALS Board Meeting: **March 18th, 2025**, at 1:00 p.m. at SALS Service Center and virtually on Zoom.

The meeting adjourned at 2:27 p.m.

Respectfully Submitted,
Pamela DelSignore – System Services Support Coordinator

* Items so marked are action items