

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **February 20th, 2018** at 12:57 p.m.

at the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, February 20, 2018, at the System Service Center and brought to order at 12:57 p.m. with Vice President Russell Wise presiding.

Present were Mmes. Borden, Connell, McComb, Seifts, Lindner, and Payne, and Messrs. Russell, Mays, and Plantier. Also present were: Sara Dallas, Director at SALS; Bob Jeffords, SALS Treasurer; Cindy Mirra, SALS System Services Support Representative; Dianne Winter, Financial Clerk & Administrative Assistant at SALS; Jill Ryder, Collection Management Consultant and Assistant Director at SALS; Jack Scott, Technology & Community Youth Services Librarian at SALS; Erica Freudenberger, SALS Outreach & Engagement Consultant; and Kathy Naftaly, Director of Crandall Public Library. Excused absence: Mmes. Nemer, McComb, Messrs. Odess, and Hornstein.

1. **Public Comment**: No comments

2. **Approval of Board Meeting Minutes of January 16, 2018**: Mr. Wise asked if there were any additions, corrections, or deletions to the minutes of the January 16, 2018, Board meeting. Ms. Connell moved, seconded by Ms. Borden, to approve the minutes of the January 16, 2018, SALS Board meeting as distributed. Ayes: All; Nays: None. Motion carried.

3. **Treasurer's Report and Monthly Budget Report for November and December; warrants**: Mr. Jeffords reviewed the January Treasurer's report. Mr. Mays moved, seconded by Ms. Payne that receipt of the January reports is acknowledged and filed for audit. Motion carried. Warrants 2018-1 through 2018-4 and TA18-1 through TA18-3 were available for Board perusal. (*Copy attached to the Official Minutes*).

4. **Director's Report** (*in addition to the written report sent out with the Board Meeting packets*):
 - A. **Joint Automation Report**: No report
 - B. **Other**:
 - i) Mr. Wise thanked SALS staff and Board members for attending the celebration of life memorial service for Jo Piracci, former director of the Clifton Park-Halfmoon Public Library. There was a wonderful reception held in her honor at the Clifton Park-Halfmoon Public Library on Feb 14 from 2-4 pm.
 - ii) Mrs. Dallas congratulated Ms. Connell on her new appointment to the Waterford Public Library Board of Trustees.
 - iii) Mrs. Dallas commended Dianne Winter for the high quality of work she has demonstrated. The auditors met with Bob Jeffords, Dianne Winter, and Mrs. Dallas in January. They were impressed by the work done by Dianne and complimented SALS on having sound controls. They had mentioned that the test of an institution's controls was a change in key personnel.
 - iv) The SALS Annual report will need to be approved during this meeting under New Business.
 - v) Mrs. Dallas reported on annual reports:

Public libraries in NY receive a charter from the Board of Regents of the University of the State of NY. This gives libraries a corporate existence.

Public libraries are registered with the Education Department. A library's registration demonstrates compliance with Education Department Regulations (8 New York code, Rules and Regulations (NYCRR) Section 90.2, which is Minimum Standards. A Library must maintain its registration to receive local and state public funding.

Included in the Commissioner's Regulations:

Every library board is required to approve and file an annual State Report with the NYS Library detailing library activities and finances. Compliance with the state established minimum standards is also reviewed in the annual report. Failure to file the annual report in a timely fashion may lead to the loss of state and local funding and could result in the closing of the library.

When the board approved annual report is submitted, the library board signs off on the following minimum standards:

1. Written board approved by-laws
2. A board-approved, written long range plan of service
3. An annual report to the community
4. Written policies for the operation of the library
5. A written budget proposal for presentation to funding authorities
6. Printed information describing the library's rules, hours, services, location and phone number
7. To periodically evaluate the effectiveness of the library's collection and services
8. Maintain hours of service based on the population served
9. Maintain a facility which meets community needs
10. Provide equipment and electronic connections to meet community needs
11. Employ a paid director with qualifications based on population served

This year, SALS sponsored an Annual Report Party. All member library directors and treasurers were invited. The purpose of the meeting was to work on the annual report and help answer questions. All attendees were asked to bring their library's plan of service and charter documents.

If a library does not meet minimum requirements, the SALS board will need to decide:

- a. Approve a variance
- b. Not approve a variance

The variance will be submitted to the Division of Library Development for approval. The variance will need to detail how the library will meet the minimum standard. There are two variance requests included in today's agenda.

SALS receives categorical aid to provide services to the correctional facilities in our service area. One of the stipulations for providing support library services is that the facility has a librarian on staff. Great Meadow Correctional Facility is currently without a librarian and service to the facility has been temporarily stopped. SALS staff is working to get all the library materials lent by SALS libraries back. If the effort is not successful, we will use correction aid to replace the materials. Currently, there are 65 items at the facility worth approximately \$1,700.00.

Mrs. Dallas encouraged the Board to join her on Library Advocacy Day, February 28th. The appointments have been made to meet with Legislators, and everyone is welcome to meet at SALS and carpool down to Albany. She thanked Cindy Mirra for her work to schedule all of the appointments. The Division of Library Development has forwarded the construction grants to DASNY. The Governor is considering making this grant funding adhere to the Minority and Woman-Owned

Business Enterprise (MWBE) Program. This could add another layer to the construction application process.

The SALS custodian will be out of work while he recuperates; TMI Cleaners will be cleaning the building twice a week.

Due to weather and overbooked Southwest Flights, Erica Freudenberger and Mrs. Dallas were unable to attend the ALA Midwinter meeting in Denver.

Jill Ryder will be attending the NYS RIPL Regional in Utica NY on April 18-19, 2018. The cost will be \$20 plus meals and hotel/parking for one night.

2. **Committee Reports:**

A. Audit & Finance: Mr. Jeffords reported that Dianne Winter is doing a wonderful job. In the future, Mr. Jeffords will need to approve and sign Mrs. Dallas' credit card statements. The Management Representation Letter will be passed around for board members to view.

B. Building: Mrs. Dallas reported that the electrical, ramp, railings and raised panel inserts are completed, and the staff is very happy. The LED lighting fixtures and bulbs have been ordered. It is possible that by the next board meeting the new lighting will be complete.

C. Bylaws Committee: No report.

D. Central Library Aid and Services: No report

E. County Aid Coordinators: No report

F. Library Services: Mrs. Dallas reported that Program of the Year and Trustee of the Year applications had been sent out to all member libraries.

G. Personnel: No report

H. Trustee Nominating: Mrs. Dallas reported that she has sent out an email asking for recommendations for a representative to serve on SALS Board to fill the Warren County vacancy.

3. **Unfinished Business:** None.

4. **New Business:**

A. Ms. Connell moved, seconded by Ms. Borden, that the SALS 2018 NYS Annual Report be approved. Ayes: All; Nays: None. Motion carried.

B. Ms. Payne moved, seconded by Ms. Connell, that the Post Star be designated as SALS official newspaper. Ayes: All; Nays: None. Motion carried.

C. Ms. Borden moved, seconded by Ms. Lindner, that the updated credit card policy be approved. Ayes: All; Nays: None. Motion carried.

D. Mr. Wise discussed the two Variance requests for the Stillwater Public Library.

The first Variance (Commissioner's Regulation 7.8 8a) space. The Stillwater Library Board believes they will have an addition to the building completed within the next five years through diligent fund raising and a possible bond placed before the voters.

Mr. Mays moved, seconded by Ms. Connell, the variance request for Stillwater Public Library be approved. Motion carried.

The second Variance (Commissioner's Regulation 7.10 8c shelving) for the Stillwater Public Library. The Stillwater Public Library currently does not have adequate shelving. Ms. Borden moved, seconded by Ms. Payne, the variance request for Stillwater Public Library be approved. Motion carried.

E. Ms. Payne moved, seconded by Ms. Seifts, that the management representation letter be approved. Ayes: All; Nays: None. Motion carried.

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

Announcements: Dianne Winter announced that the entertainment for the 2018 SALS Annual Trustee Meeting will be Singer-songwriter M.R. Pouloupoulos. He will be performing original songs inspired by William Kennedy's Albany novels "Ironweed," "Billy Phelan's Greatest Game," and "Legs." Originally created as part of Albany Public Library's "Reading Music" series, the performance will be part book discussion, part music performance.

Mrs. Payne moved, seconded by Mr. Mays to adjourn the meeting. Motion carried. The meeting was adjourned at 1:48 p.m.

Respectfully submitted,

Cindy Mirra
Recording Secretary