

# **SOUTHERN ADIRONDACK LIBRARY SYSTEM**

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SALS Board Meeting □ **February 20, 2023** at 1 p.m.  
at SALS Service Center and Virtually via Zoom

## **Minutes**

The regular meeting of the Southern Adirondack Library System was held Tuesday, February 20, 2024, at the System Service Center and via Zoom, and brought to order at 1:00 p.m. with President Russell Wise presiding.

Present in-person were: Mmes. Beck, Connell, Cowin, Goodman, Kuhr, and Shapiro; and Messr. Hornstein and Wise. Also present were: Sara Dallas, SALS Director; Bob Jeffords, SALS Treasurer; Jill Ryder, SALS Assistant Director & Collection Management Consultant; Erica Freudenberger, SALS Outreach, Engagement & Marketing Consultant; Colleen Smith, SALS Finance & Administration Manager; Pamela DeSignore, SALS System Services Support Coordinator; Michele Largeteau, Joint Automation Project Manager; Chris Mundell, Joint Automation Systems Administrator; Eric Trahan, MVLS Director; and Nathan Feist, paralegal from The Law Office of Stephanie Adams.

Absent with prior notice were: Mmes. Borden, Taylor, and Vineyard.

The meeting was recorded. <https://youtu.be/vYXyXHvYo>

### **1. Announcements**

### **2. Public Comment**

### **3. \*Approval of Board Meeting Minutes from November 21, 2023:**

Mr. Wise asked if there were any additions, corrections or deletions to the minutes of the November 21, 2023, meeting. Having none, Ms. Shapiro moved, seconded by Mr. Hornstein to approve the minutes to be filed as distributed. Ayes: All; Nays: None; Abstentions: None. Motion carried.

### **4. \*Treasurer's Report and Monthly Budget Reports for November, December 2023, and January 2024. Warrants 2023-33 through 2023-34 and TA23-23 through TA23-24; Warrants 2023-35 through 2023-39 and TA23-25 through TA23-26; and Warrants 2024-1 through 2024-2 and TA24-1 through TA24-2:**

Mr. Jeffords reviewed the November 2023, December 2023, and January 2024 Treasurer's and Monthly Budget Reports. Mr. Jeffords and Mr. Wise asked if there were any questions about the warrants. There were none.

### **5. Director's Report:**

Mrs. Dallas reported that the Library advocacy visits with our NYS Senate and Assembly members went well. In attendance at the meetings were trustees, member library directors, SALS staff and school libraries. Our legislators value the library services provided to their constituents. This year, we did a co-presentation with representatives from a school library system and a public school librarian.

SALS is the March recipient of Blooming for Good bouquets sold at Hannaford on Weibel Avenue.

SALS has recently received positive press for two projects. One is our partnership with the Saratoga County Department of Health for the NaLox Box (Narcan). The other press item is for The Memories Project now circulating at our libraries.

Ms. Dallas reported that the System Use and Satisfaction Survey has been sent out. Results will be shared next month. Please pass the word to fill it out.

SALS received the generous grant funds from Carrie Woerner for The Memory Project and a paper notification that the Ballston Spa grant in aid will be released soon.

We have asked the Division of Library Development (DLD) for an extension to file the SALS annual report – it will be presented for review in the next board packet and submitted in March.

Pamela is working with the member libraries on their annual reports.

A. Joint Automation Report: Michele Largeteau reported on the following: JA completed year-end processing and annual reports from the Polaris ILS.

All of the group order PCs from the last order have been delivered and we are beginning the process to get quotes for the first group order for 2024. We do two group PC orders per year.

JA staff have been working with the Schenectady County Public Library to replace all of their RFID equipment. We have worked with SCP staff and Bibliotheca to replace self-checks, staff pads and gates. There are more self-check machines to be replaced, as well as credit card readers when the hardware is available from the vendor. The automated materials handling system or sorter will be installed next month. The library has been doing construction to remove the old sorter and prepare the space for the new unit.

Staff have assisted with bandwidth upgrades at the Schenectady branches.

We have provided support to the Saratoga Public Library as their local IT staff replace servers for their staff network and RFID software.

Greenwich Free Library and Northville Public Library are the only two libraries still using generic logins for the ILS due to their use of volunteers. Both libraries are in the process of converting all of their users to individual accounts so that we can remove the generic accounts. Users are required to have individual accounts for our Security Policy and to participate in the required security and phishing training.

Hoopla access was set up for the Long Lake Public Library. (Cornelius Vanderbilt Whitney)

New director orientation was provided for Northville Public Library and Margaret Rainey Memorial Library in St. Johnsville.

We sent our first JA newsletter called JA Tech Blast – the topic was Using Microsoft Teams. We plan to send out regular newsletters with different topics and tips each time.

Minimum and recommended PC specifications were shared with the three large libraries that purchase and configure their own PCS – Clifton Park, Crandall and Saratoga

We have been responding to and working with Spectrum and Microsoft on some ongoing issues where Spectrum has been blocking some emails from our users. Chris his working with them to try to prevent future issues.

We have been reviewing and making updates to JA policies. Most changes are to reflect current practice and updates to reflect changes to our network and technology. These will go to the JA Council for approval before going to the two system boards for approval.

2025 JA fee charts were created – based on feedback from the annual fee meeting in December – includes 3.5% increase

B. Other:

**6. Committee Reports:**

- A. Audit & Finance (J. Lindner, chair): None
- B. Building (C. Connell, chair): None
- C. Bylaws Committee (J. Hornstein, chair): None
- D. Central Library Aid and Services (M. Shapiro, chair): None
- E. County Aid Coordinators (Vineyard, Connell, Goodman, Cowin): None
- F. Library Services (C. Kuhr, chair): None
- G. Personnel (J. Lindner, chair): None
- H. Trustee Nominating: (J. Hornstein, chair): Waiting to hear on a candidate from Hamilton County. A request was sent to all of the libraries in Hamilton County.

**7. Unfinished Business:**

**8. New Business:**

- A. \*Approve 2025 JA Fees: Mr. Hornstein moved, seconded by Ms. Beck to approve the 2025 JA Fees. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- B. Reminder that Sara Dallas has been approved to attend ALA Annual meeting in San Diego June 27 – July 3
- C. \*Review and Approve 2023 SALS Annual Report: Tabled to the March meeting.

**9. Director’s Council Report:** None.

**10. Executive Session:** At 1:26pm Ms. Cowin moved, seconded by Mr. Hornstein to enter into Executive Session to discuss proposed pending or current litigation. Ayes: All; Nays: None; Abstentions: None. Motion carried.

The board entered into Executive Session at 1:27pm and returned to regular session at 2:00pm. No action was taken. No further comments were submitted.

**11. Announcements:**

Next SALS Board Meeting: **March 19, 2024**, at 1:00 p.m. at SALS Service Center.

Ms. Shapiro moved, seconded by Mr. Hornstein to adjourn the regular meeting. Ayes: All; Nays: None; Abstentions: None. The meeting was adjourned at 2:22pm.

Respectfully Submitted,  
Pamela DelSignore

\* Items so marked are action items