

# SOUTHERN ADIRONDACK LIBRARY SYSTEM

22 WHITNEY PLACE • SARATOGA SPRINGS NY 12866-4596

(518) 584-7300 ☐ FAX (518) 587-5589

SALS Board Meeting • **January 15, 2019** at 1 p.m.  
at SALS Service Center

## MINUTES

The regular meeting of the Southern Adirondack Library System was held Tuesday, January 15, 2019, at the System Service Center and brought to order at 1 p.m. with President Jordan Hornstein presiding.

Present were: Mmes. Borden, Connell, Cowin, Kuhr, Lindner, McComb and Nemer, and Messrs. Hornstein, Plantier and Wise. Also present were: Sara Dallas, SALS Director; Jill Ryder, SALS Assistant Director & Collection Management Consultant; Jack Scott, SALS Technology & Community Youth Services Librarian; Erica Freudenberger, Outreach & Engagement Consultant; and Dianne Winter, SALS Finance & Administration Manager.

Absent with prior notice were: Mme. Seifts and Messrs. Odess and Jeffords.

### 1. **Public Comment**

Nancy Grosselfinger from Raquette Lake and the Indian Lake Community Development Corporation addressed the group. Ms. Grosselfinger asked the Southern Adirondack Library System to consider dedicating staff time to assist in writing a grant on behalf of Hamilton County to the Institute of Museum and Library Services' Accelerating Promising Practices for Small Libraries program. Ms. Grosselfinger became aware of the grant program last week, and its deadline is February 25, 2019. She reached out prior to the meeting to the SALS Director and was told the staff did not have capacity given the deadline. Ms. Grosselfinger answered questions from the SALS Board, including whether she has approached the Hamilton County libraries about their participation, and she noted that she has not spoken to them yet. She noted support for the proposal from the community at large. Ms. Freudenberger asked Ms. Grosselfinger to specify which topic within the grant program she would be applying, and she noted her goal of building technology capacity so that librarians are fully capable of assisting in the higher education learning process.

### 2. \***Approval of Board Meeting Minutes of November 20, 2018** (enclosure):

Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the November 20, 2018 Board meeting. Ms. Borden moved, seconded by Ms. Nemer, to approve the minutes of the November 20, 2018 SALS Board meeting as distributed. Motion carried.

### 3. \***Treasurer's Report and Monthly Budget Reports for November** (attached); **warrants** (available at meeting) :

Mr. Wise reviewed the November Treasurer's and Monthly Budget Reports. Mr. Wise moved, seconded by Ms. Borden, that receipt of the November reports be acknowledged and filed for audit. Motion carried. Warrants 2018-33 through 2018-40 and TA18-24 through TA18-27 were available for Board perusal. (*Copy attached to the Official Minutes.*)

### 4. **Director's Report** (see attached):

Mrs. Dallas shared that NYS Senate Budget Aid arrived in late December and checks were mailed out before year end.

Mrs. Dallas welcomed back Cindy Mirra.

Mrs. Dallas reported that appointments with our legislators are being made for NYLA Advocacy Day, taking place February 27, 2019. The overarching agenda is requesting increased funding for libraries and library systems. The big ask is an increase in library construction funds and changing the formula to a 90/10 match between the state and the library. We will also be asking for funding for libraries to assist in the census because of the online nature of the survey. Finally, Equitable Access aims for all students to have access to a quality school library with certified NYS School Library Media Specialist, and argues that tax-payer funded research should be available to tax-payer funded institutions.

Mrs. Dallas submitted a Continuing Education program proposal for the 2019 NYLA conference. EDIcon: Foundations of Equity, Diversity, and Inclusion. This pre-conference aims to facilitate an understanding of the self and our interactions with others. We will begin to identify and disrupt learned behaviors by exploring implicit bias, cultural competence, and privilege. She was also asked to be a facilitator for a program at NYLA on this subject. As a volunteer for the planning committee for the 2019 PULISDO Conference, Mrs. Dallas is serving on a work group related to Trustee continuing education.

Mrs. Dallas visited the Stillwater Public Library Board Meeting with Paul Mays. They wanted information about libraries and library buildings.

SALS Staff is gearing up to help libraries meet the new minimum standards. These include:

- a. A community-based long-range plan of service developed by the library board of trustees and staff with input from the community
- b. Improved virtual/websites for all the libraries with help from Jack Scott
- c. Improved annual reports to the community based upon the plan of service
- d. Board approved written policies based upon the plan of service and applicable laws/regulations
- e. Written budgets based upon the plan of service
- f. Evaluation of library programs, services, and collections based upon the plan of service
- g. Libraries will need to provide programs based upon the library's plan of service
- h. Annual Technology Training for library staff
- i. Encouraging new partnerships within the community

Mrs. Dallas noted the board is being asked to review and adopt the 3% increase in JA fees for 2020 later in the meeting – chart provided. She noted we are waiting to hear from the JA attorney regarding new Polaris/III contract and hosted servers.

The resolution Mrs. Dallas introduced regarding ALA apologizing to African Americans made the top library news stories of 2018.

Mrs. Dallas will be introducing an ALA resolution at its midwinter conference to make sustainability a core value. She will also introduce a new interpretation of Copyright and Ethics for ALA Council approval and is working on ALA questions and answers sheet regarding meeting room use.

Mrs. Dallas has been asked to participate in some manner at a symposium at NYU's Institute for Public Knowledge scheduled for April 25 and 26 on the subject of "library as place" due to her familiarity with the world of small rural public libraries.

A. Joint Automation Report:

Mr. Wise presented a report from the previous week's Joint Automation Council meeting. The committee proposed and approved a 3% increase in fees for 2020.

Mr. Wise reported a shortage of Intel processors has led to a delay in receiving the All-in-One computers from both the mid-year and year-end orders from 2018. The JA staff is exploring options to remedy the delay. In related PC news, the HP 800G1 model will go off support at the end of 2019, and Windows 7 will end support in January 2020.

The Schenectady Mount Pleasant branch is the main building project currently underway, with Galway also in process.

Mr. Wise reported that the Saratoga Springs Public Library has been testing the Quipu e-card software since October, and MVLS sites are now starting to implement the software.

All libraries are now able to access OneDrive. Trainers are providing support and documentation, and the JA intranet will soon be converted to OneDrive. All libraries also have access to the security policy app, and users are now signing the policy. It was confirmed by the JA attorney that users must be 18 in order to sign the security policy, so anyone with a Polaris account must be 18 or over.

Mr. Wise reminded the board that the Polaris contract expires on 12/31/2019, and the JA Director has been working with the vendor, III, for months to come to new terms.

Board members were reminded that a policy was adopted in April 2018 where firewall geo-fencing was implemented. This means the PAC is available only in North America.

Ms. Borden asked what libraries were doing relative to slower internet speeds from Spectrum, and Mrs. Dallas noted that libraries facing the issue have generally purchased new, improved internet connections.

B. Other: None.

5. **Committee Reports:**

A. Audit & Finance (R. Wise, chair):

- i) Mr. Wise brought forth the JA Council recommendation for a 3% increase in fees for 2020. The JA deficit will be cut into as a result of these increases as well as the increased system support. The calculation is still based on holdings and circulation. Mr. Wise reported that a question was raised at the Council meeting about whether we should also look at demographics, usage, etc. as part of the fee structure, which was tabled for review during the next fee cycle review.

B. Building (C. Connell, chair): Construction Challenge Grants

- i) Ms. Connell reviewed the twelve applicants for the 2019 Construction Challenge Grants.

Bolton Free Library	Safety/security updates: fire & alarm system, communications cabinet, locks on front and back doors.	4,800.00
Town of Chester Public Library	Replace defunct air-conditioning system	5,000.00
Clifton Park-Halfmoon Public Library	Hire Library Space Planning Consultant to create a plan for future library space use	5,000.00
Fort Edward Free Library	Safety/accessibility: parking lot lighting, upgrade electrical capacity, interior lights to LED, seal & paint lines in parking lot.	5,000.00
Town of Indian Lake Public Library	Various: lamp post, book drop, community board, paint, shelving & lighting for AV area, updated toilets & hand dryers, construction of window seats in hallways.	4,995.00
Town of Johnsbury Library	Install additional "drops" (wall jacks) for printers, PCs, etc.	1,750.09
Town of Lake Pleasant Public Library	Shelving and storage	5,000.00
Mechanicville District Public Library	Security & accessibility updates: security cameras and replace front doors	5,000.00
Bancroft Public Library	Architectural designs for ADA compliant bathrooms	5,000.00
Stillwater Public Library	Engineer review of 2010 plans for physical plant	4,400.00
Schuylerville Public Library	Replace aging outside entrance door	5,000.00
Waterford Public Library	Interior LED lighting	4,140.00

C. Bylaws (R. Wise, chair): No report.

D. Central Library (D. Nemer, chair): No report.

E. County Aid Coordinators (Seifts, Connell, Odess, Plantier):

Mrs. Dallas reported receiving an email from Frank Mezzano regarding how County Aid was received and distributed by SALS. Mrs. Dallas will now write a request for funds from Hamilton County each year.

F. Library Services (C. Kuhr, chair): Library Services Seed Challenge Grants

i) Ms. Kuhr reviewed the three applicants for the 2019 Library Services Seed Challenge Grants.

Fort Edward Free Library	Story Wall	10,000.00
Hadley-Luzerne Public Library	Hire a legal consultant for re-chartering process	10,000.00
Saratoga Springs Public Library	Charlie Cart Program	10,000.00

The committee recommended funding the Saratoga Springs project at 100% of its request.

Ms. Kuhr shared the committee’s concerns regarding the lack of official bids and specifics related to the technology included in the Fort Edward grant proposal. Ms. Winter was instructed to ask the library to solicit and provide concrete bids for the equipment they will use, as well as ask them to address whether the project will have sustained interest. Ms. Kuhr noted the committee will reconsider application any time this calendar year.

Ms. Kuhr noted the committee is also not yet recommending funding the Hadley-Luzerne proposal. The committee did not get a clear sense from the proposal of what exactly the funds will be used to do. Ms. Winter was instructed to ask the library to rewrite the grant to provide more specifics of exactly how the money will be spent, to provide a timeline of activities for their efforts to go out for a public vote, and to provide the change in funding that is expected should the vote be successful. The committee suggested paying a public relations specialist might be the first place to utilize funds in this process, but will reconsider a rewritten proposal, however the library sees fit, any time this calendar year.

