

# SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **January 15, 2013** at 1 p.m.  
at the System Service Center

## MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, January 15, 2013 at the System Service Center and brought to order at 1:00 p.m. with President Arnold Elman presiding.

Present were: Mmes. Gold, McComb, Nemer and Payne, and Mssrs. Elman, Hornstein, Mays, Mezzano, Mosher, Odess and Plantier. Also present were: Karen Balsen, Sara Dallas, Director at SALS, Jennifer Ferriss, Automation Training & Support and Youth Services at SALS, Bob Jeffords, SALS Treasurer, and Jill Martz, Administration and Finance Manager at SALS.

Absent with prior notice were: Miss Hoover.

1. **Approval of Board Meeting Minutes of November 20, 2012:** Dr. Elman asked if there were any changes, corrections, or additions to the minutes of the November 20, 2012 Board meeting. It was noted that on page 2 of the minutes, item 4A, the next to the last line of the first paragraph should read "SALS and MVLS each contributes over \$100,000 in-kind services towards the running of JA." Hearing no other additions, corrections, or changes, Dr. Elman declared the minutes approved as corrected.
2. **Treasurer's Report and Monthly Budget Reports for November and December; warrants:** Mr. Jeffords briefly reviewed the November and December Treasurer's and Monthly Budget Reports. Starting in January, SALS will start billing the member libraries for JA fees. SALS budget will have to be modified. Mrs. Gold moved, seconded by Mr. Mays, to acknowledge receipt of the November and December, 2012 Treasurer's and Monthly Budget Reports and that they be filed for audit. Motion carried. Warrants 2012-41 through 2012-47 and TA12-25 through TA12-28 were available for Board perusal (*copy attached to the Official Minutes*).
3. **Director's Report** (*in addition to the written report sent out with the Board Meeting packets*):
  - A. **Joint Automation Report:** Diane Robinson worked the last weekend of the year so that libraries can run reports for their Annual Reports to the State. We are fortunate to have such a dedicated staff member.

A new firewall was installed on December 17, 2012. A problem was discovered with the configuration that allowed attempts to access SQL databases on circ, trainer and Pac. Because of rigorous password protection, no evidence of any access was actually gained. The consultant was contacted and the problem was quickly resolved. As a precaution, all administrative passwords were changed. Diane Robinson did additional testing and found no evidence of other problems.

The next phase of implementation includes replacing the VPN access for JA and library technical staff, implementing IPS (Intrusion Prevention System) and investigating more security for RDP access to Polaris by library staff.

Once the project is completed (six months?) Firewall Penetration Testing will be performed.

The JA staff is aware that the PCI (Peripheral Component Interconnect) compliance keeps changing. In the Polaris 4.1 upgrade, there are more solutions regarding the level of PCI compliance. If used, a library can be level A, based in info from PUG (Polaris Users Group). The current 4.0 solution is level C, which requires more rigorous security. Because Waterford Public Library has already worked with their banks to start the process, they will be implementing at the level C solution. We will recommend that any future libraries wait for Polaris 4.1 to implement at Level A. As part of PCI compliance, JA will need to develop formal security policies. A breach due to lack of PCI compliance is \$150,000 per incident according to New York State law.

Crandall Public Library and Saratoga Springs Public Library will need to consider replacing RFID readers to an encrypted version for better security.

The JA staff met with the library technical staff. It was very informative, and JA staff plans to meet a few times a year to keep communication up and encourage sharing of skills and solutions.

The JA Finance Committee is looking to develop a new formula to determine JA fees for the member libraries. The JA Council will work with the member libraries to develop a fee formula.

JA will invoice SALS and SALS will in turn invoice the individual member libraries for JA fees.

B. Other: Crandall Public Library is in the process of searching for a new Director.

Mrs. Dallas is President-elect of the NTLA Public Library Section and will attend the conference in September at Niagara Falls. She is responsible for the programming at the 2013 NYLA Conference.

The Division of Library Development had some questions with the Construction Grants for Greenwich Free Library, Mechanicville District Public Library, Saratoga Springs Public Library, Stony Creek Free Library, and Richards Library in Warrensburg. Mrs. Dallas and Mrs. Martz are working on resolving these questions.

There will be a meeting of NYLTO Steering Committee Thursday and Friday, January 17<sup>th</sup> and 18<sup>th</sup> in SALS new Training Center.

4. **Committee Reports:**

A. Audit & Finance: The auditors will be coming the last week in January.

B. Building: The new Training Center is being used.

C. Bylaws Committee:

D. Central Library Aid and Services:

E. County Aid Coordinators: Hamilton, Saratoga and Warren Counties are giving us the same amount as last year. Mr. Mezzano reported that the Hamilton County Supervisors each took \$5,000 less in salaries and gave the library the same amount as usual.

F. Library Services:

G. Personnel:

H. Trustee Nominating:

5. **Unfinished Business:**

6. **New Business:**

- A. Approve Meeting Room Policy: Mr. Hornstein moved, seconded by Ms. Payne, to approve the Meeting Room Policy as distributed. Motion carried.
- B. Approve ALD Delivery Contract: Mr. Odess moved, seconded by Mr. Mosher, to authorize Dr. Elman to sign and approve the ALD Delivery contract. Motion carried.
- C. Approve Recycling Bin Contract: Ms. Payne moved, seconded by Mr. Mays, to authorize Dr. Elman to sign the Recycling Bin contract. Motion carried.
- D. Approve Kathy Naftaly and Mary Ann Hunter for another term on JA Council: Mrs. Nemer moved, seconded by Mrs. Gold, to approve Kathy Naftaly and Mary Ann Hunter for another term on the JA Council. Motion carried.
- E. Approve 2013 LSTA Summer Reading Mini-Grant Program: Ms. Payne moved, seconded by Mrs. Nemer, to approve the 2013 LSTA Summer Reading Mini-Grant Program. Motion carried.
- F. Approve 2013-2015 Family Literacy Grant: Mr. Hornstein moved, seconded by Mr. Mezzano, to approve the 2013-2015 Family Literacy Grant. Motion carried.
- G. Approve 2013-2015 Adult Literacy Grant: Ms. Payne moved, seconded by Mr. Plantier, to approve the 2013-2015 Adult Literacy Grant. Motion carried.

7. **Director's Council Report:**

- 8. **Announcements:** Karen Balsen, SALS liaison to Library Development, thanked Mrs. Dallas for inviting her to attend SALS meeting. She said that this is the last year for the Summer Reading Program Mini-Grant and they have replaced it with the multiple-year Adult and Family Literacy Grants.

Meeting adjourned at 2:01 p.m.

Respectfully submitted,

Nancy L. Bowen  
Recording Secretary