

SOUTHERN ADIRONDACK LIBRARY SYSTEM

22 WHITNEY PLACE □ SARATOGA SPRINGS NY 12866-4596
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SALS Board Meeting □ **January 17, 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, January 17, 2023, 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. Connell, Cowin, Goodman, Kuhr, Lindner, Shapiro and Taylor; 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; Jack Scott, Technology & Youth Services Librarian; Colleen Smith, SALS Finance & Administration Manager; Pamela DelSignore, SALS System Services Support Assistant. Kristel Guimara, CVW - Long Lake Library Director. And unidentified attendee "Susan's I-phone".

Absent with prior notice were: Mmes. Beck, Borden and Seifts.

The meeting was recorded. <https://www.youtube.com/watch?v=-pCzei4XZo>

1. Opening Announcements: President Russ Wise wished everyone a Happy New Year.

2. Public Comment: None.

3. *Approval of Board Meeting Minutes of November 15, 2022 (enclosure):

Mr. Wise asked if there were any additions, corrections or deletions to the minutes of the November 15, 2022 meeting. Having none, Ms. Shapiro moved, seconded by Mr. Hornstein to approve receipt of the November 15, 2022 meeting minutes to be filed for audit. Ayes: All; Nays: None; Abstentions: None. Motion carried.

4. *Treasurer's Report and Monthly Budget Reports for November and December (enclosure):

Warrants 2022-32 through 2022-38 and TA22-22 through TA22-26 (enclosure):

Mr. Jeffords reviewed the November 2022 and December 2022 Treasurer's and Monthly Budget Reports. He noted that the shortest-term CD was 1.65% and will renew at 4.3%. And he added that the audit is ongoing.

Receipt of the November 2022 and December 2022 treasurer's reports were acknowledged and filed for audit. (Copy attached to the Official Minutes.) Ms. Lindner moved, seconded by Ms. Taylor to file the reports. Ayes: All; Nays: None; Abstentions: None. Motion carried.

5. Director's Report (see attached): The Director's oral report was presented by Mrs. Dallas.

Mrs. Dallas reported on the following...

- SALS is still missing approximately \$20,000 in LSSA and LLSA (missing last 10%).
 - Advocacy day is February 28, 2023. Pamela is scheduling visits with legislators. Mrs. Dallas recommended that trustees attend sessions with their legislators.
 - Assemblymember Carrie Woerner is Chair, Committee on Libraries and Education Technology.
 - Assemblymember Scott Bendett (new to SALS).
 - Mrs. Dallas reported that the libraries are asking for NYS library aid of \$147.1 million and construction aid of \$69.4 million.
 - Library Construction Aid applications will be sent on to DASNY by the Division of Library Development.
 - Mrs. Dallas reported that she has been working with the Division of Library Development and two of our public libraries to become school district libraries and their registrations should be approved soon.
 - Mrs. Dallas reported that the Town of Lake Pleasant Public Library became a Federal Depository Library which increased their JA fees due to an increase in cataloged items. Sara noted that there is an item under new business to suggest that SALS help the library with the unbudgeted expense for the next two years (2023 and 2024).
- A. Joint Automation Report: Included in Director's Report (see attached).
- B. Other: Michele from the JA reported on two programs:
1. The JA has contracted with a company called KnowBe4 to provide phishing training and security awareness training. It will be required for all library staff with email and Polaris access.
 2. The JA is working with Upstate Agency Insurance in Glens Falls to apply for cyber liability insurance for SALS and JA. This will include errors and omission insurance. Michele also noted that multifactor identification and phishing training can lower the cost. The JA is also answering member library questions about this insurance and helping them with their applications.

6. Committee Reports:

- A. Audit & Finance (J. Lindner, chair): No report.
- B. Building (C. Connell, chair): No report.
- C. Bylaws Committee (J. Hornstein, chair): No report.
- D. Central Library Aid and Services (M. Shapiro, chair): No report.
- E. County Aid Coordinators (Seifts, Connell, Goodman, Cowin): No report. Mrs. Dallas added that SALS is in three of four county budgets for aid this year. Hamilton, Saratoga and Warren County Aid.
- F. Library Services (C. Kuhr, chair): No report.
- G. Personnel (J. Lindner, chair): No report. See New Business.
- H. Trustee Nominating (J. Hornstein, chair): No report. See New Business.

7. Unfinished Business: None.

8. New Business:

- A. **Reappoint Timothy McDonough to JA Council:* Ms. Connell moved, seconded by Ms. Shapiro to reappoint Timothy McDonough to JA Council. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- B. **Appoint Ms. Nanci Vineyard as a member of the SALS board:* Mr. Hornstein moved, seconded by Ms. Taylor to appoint Ms. Nanci Vineyard as a member of the SALS board. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- C. **Approve 2024 JA Fees:* Mr. Hornstein moved, seconded by Ms. Shapiro to approve 2024 JA Fees. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- D. **Approve SALS Executive Director Job Description 12-9-22:* Ms. Lindner moved, seconded by Ms. Cowin to approve SALS Executive Director Job Description dated 12-9-22. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- E. **Approve SALS Assistant Director Revision 12-9-22:* Ms. Lindner moved, seconded by Ms. Kuhr to approve SALS Assistant Director Revision dated 12-9-22. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- F. **Appointment of Ad Hoc Succession Planning Committee:* Ms. Lindner moved, seconded by Ms. Goodman to appoint an Ad Hoc Succession Planning Committee consisting of Ms. Kuhr, Ms. Taylor, Ms. Lindner and Ms. Shapiro. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- G. **Approve Sara Dallas to attend ALA Fly-in advocacy event March 8-9 in Washington DC:* Ms. Shapiro moved, seconded by Ms. Connell to approve Sara Dallas to attend ALA fly-in advocacy event March 8-9 in Washington DC. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- H. **Approve amending Jordan Hornstein's second term to end in 2024 and Barbara Taylor's first term to end in 2026:* Ms. Lindner moved, seconded by Ms. Cowin to amend Jordan Hornstein's second term to end in 2024 and Barbara Taylor's first term to end in 2026 to facilitate the orderly transition of trustee appointments and to ensure that member counties are fairly represented. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- I. **Approve SALS to mitigate increase of 2023 JA Fees for Lake Pleasant Public Library over the next two years:* Ms. Cowin moved, seconded by Ms. Taylor to approve SALS to offer aid to the Town of Lake Pleasant Public Library, for the unbudgeted increase in 2023 and 2024 JA Fees, due to Federal Depository Library cataloged items. After discussion it was decided to table the vote until SALS receives more information from the Lake Pleasant Public Library.

9. Director's Council Report: No report.

Announcements:

- Ms. Shapiro asked about Boardable app or Board Docs for board documents.
- Colleen Smith presented the 2023 Travel Mileage document in the board member folders.
- Ms. Connell asked if other libraries are giving larger salary increases instead of the standard 3%?
- Next SALS Board Meeting: **February 21st, 2023**, at 1:00 p.m. at SALS Service Center and via virtually Zoom.

Mr. Wise adjourned the meeting at 2:09 pm.

Respectfully Submitted,
Pamela DeSignore

* Items so marked are action items

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