

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **January 17th, 2017** at 1:01 p.m.
at the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, January 17, 2017 at the System Service Center and brought to order at 1:01 p.m. with Secretary Paul Mays presiding.

Present were: Mmes. Borden, Connell, McComb, Payne, and Nemer, and Messrs. Mays, Plantier, and Wise. Also present were: Sara Dallas, Director at SALS, Bob Jeffords, SALS Treasurer, Kathy Naftaly, Director at Crandall Public Library in Glens Falls, Jennifer Ferriss, SALS Assistant Director & Community Liaison, Erica Freudenberger, SALS Outreach and Marketing Consultant, Jill Martz, Administration & Finance Manager at SALS, Cindy Mirra, SALS System Services Support Representative, and Jill Ryder, Collection Management Consultant at SALS. Excused absence: Mmes. Debus and Messrs. Hornstein, Mezzano and Odess.

1. **Approval of Board Meeting Minutes of October 18, 2016:** Mr. Mays asked if there were any additions, corrections, or deletions to the minutes of the October 18, 2016 Board meeting. Ms. Borden moved, seconded by Ms. Nemer, to approve the minutes of the October 18, 2016 SALS Board meeting as distributed. Motion carried.
2. **Treasurer's Report and Monthly Budget Report for November and December; warrants:** Mr. Jeffords reviewed the October, November and December Treasurer's report. Mr. Wise moved, seconded by Ms. Connell, that receipt of the October, November and December reports be acknowledged and filed for audit. Motion carried. Warrants 2016-30 through 2016-41 and TA16-21 through TA16-26 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:** Mrs. Dallas asked Mr. Wise to report on the JA meeting held January 11, 2017. Mr. Wise reported Karen Bradley was elected Chair and Tim McDonough, Vice-Chair of the committee. The 2016 final group order for over 100 PCs was received at SALS. Mrs. Dallas reported that Model 6005 PC's will no longer be supported by JA. Libraries with these PC models are encouraged to recycle them. The Polaris Version 5.2 upgrade is scheduled to begin on March 7th and completed on March 8th. The Polaris Annual report data will be posted to help the public libraries complete their NY State Annual reports. The JA fees for 2017 are \$.10/item \$.11/circ. there is a proposal to increase item fees in 2018 to \$.11 per item. Mrs. Dallas discussed a new feature. It will be a printed receipt that shows the amount of money people have saved by borrowing library items. Mrs. Dallas announced SALS will be using a new email system, Office 365.
 - B. **Other:**
 - i) . Mrs. Dallas reported the New York State SALS Annual Report is completed. The portal for the member libraries NYS annual report is not open yet.
 - ii) Mrs. Dallas reported that five libraries (Argyle, Pember, Fort Edward, Hudson Falls and Brant Lake) received an award from the Brownstone Book Fund, a private foundation in New York City. Those libraries will receive 100 new children's due to the generosity of Mrs. Brownstone.
 - iii) The SALS Annual Meeting will be on May 15, 2017 at Fort William Henry Hotel & Conference Center in Lake George. Dr. Terry Kirchner will be our featured speaker. He will talk about libraries, trustees and visioning.
 - iv) March 1, 2017 is Advocacy Day and appointments have been made with our elected officials. The schedule has been shared with library staff and trustees. It is believed that the funding will be very tight for libraries. The ask this year will be an increase in Public Library Construction to 25 million.

4. **Committee Reports:**

- A. **Audit & Finance:** Mr. Wise reported that SALS ended the year in good standing. At the end of 2016, SALS was under budget and able to add \$250,756 to the general cash reserve. This was due to various savings in salaries, benefits and the technology grant. Mr. Wise, from the Audit & Finance Committee, moved that a transfer in the amount of \$29,300 from the Seed Challenge Grant to the Construction Challenge grant be made. Motion carried.
- B. **Building:** Mr. Mays reported on the two separate Construction Grants explaining the difference between the NYS Construction grant and the SALS Construction Challenge Grant. Mrs. Dallas reported that Mr. Mays recused himself from reviewing and evaluation of the SALS Construction Challenge Grant.
Mrs. McComb presented the thirteen Construction Challenge Grants.-
- C. Argyle - \$5,000 - Bolton - \$4,780 - Horicon - \$1,961 –Town of Ballston - \$5,000 – Cambridge - \$5,000 Chester - \$5,000 – Crandall - \$3,000 - Long Lake - \$5,000 – Lake George - \$4,505 – Lake Pleasant - \$5,000 – Hadley-Luzerne - \$5,000 – Raquette Lake - \$5,000 – Schuylerville - \$5,000
- D. **Bylaws Committee:** No report.
- E. **Central Library Aid and Services:** No report
- F. **County Aid Coordinators:** No report
- G. **Library Services:** Mrs. McComb presented the Seed Challenge Grants
Town of Ballston \$9,950, Town of Chester \$1,000, Galway \$9,638, Crandall \$10,000, Greenwich \$1,715, Lake George \$1,150, Schuylerville \$4,687, Waterford \$2,500.
- H. **Personnel:** No report
- I. **Trustee Nominating:** No report

5. **Unfinished Business:** None.

6. **New Business:**

- A. Mrs. McComb, Building committed representative moved the Construction Challenge Grants be approved as presented. Motion carried.
- B. Mrs. Dallas discussed the MVLS/SALS Security Policy and reported all staff and volunteers will need to read and sign portions of the policy. Mr. Plantier moved, seconded by Ms. Connell. Motion carried.
- C. Mr. Wise moved, seconded by Ms. Payne to approve the recommendation to increase the JA 2018 item fee to \$.11/item. Motion carried. (2016 JA fees \$.10/item and \$.10/circulation)
- D. Mr. Plantier asked if there was a way to keep a record of the hacking occurrences and Mrs. Dallas said she will ask JA if this is possible.
- E. Mrs. Dallas presented the following travel and conference attendance requests to the Board:
Sara Dallas to attend the Innovative Summit February 20 -22nd in Charleston, SC. Sara Dallas and Erica Freudenberger to attend ALA Advocacy Day May 1-2, 2017 in Washington DC. Sara Dallas, Erica Freudenberger and Jennifer Ferriss to attend the Pre NY Advocacy Day February 28, 2017 in Albany. Sara Dallas, Jennifer Ferriss, and Erica Freudenberger to attend NY Advocacy Day March 1, 2017 in Albany.
Ms. McComb moved, seconded by Ms. Nemer all of the travel requests approved. Motion carried.
- F. Mrs. Dallas presented and discussed the MVLS/SALS Joint Automation Information Security Policy, the FAQ and the Summary. Mr. Wise moved, seconded by Ms. Connell the policy be approved. Motion carried. The Security Policy will be distributed in February.
- G. Mrs. Dallas discussed the SALS Disaster Plan Policy. If an emergency took place, staff is aware of the steps involved to evacuate the building in a timely fashion and meet at a secured area taking account for those that were in the building that day. Ms. Payne moved, seconded by Ms. Borden the SALS Disaster Plan be approved. Motion carried.
- H. Mrs. Dallas presented the revised holiday calendar for 2017 and proposed the change for the Christmas holiday to be December 25 and 26 rather than December 22 and 25. Ms. Borden moved, Ms. Payne seconded. Motion carried.

- I. The SALS 2016 NYS Annual report was presented. After discussion and one change Ms. Nemer made a motion, seconded by Mr. Wise, to approve the SALS 2016 NYS Annual report as revised. Motion carried.
- J. Due to Mrs. Dallas’s February schedule she asked to be excused from the February Board meeting or for it to be rescheduled. After discussion it was agreed that the next board meeting would be March 21st. Ms. Borden moved, seconded by Mr. Plantier. Motion carried.
- K. Ms. McComb moved, seconded by Ms. Payne, to reappoint Mr. Robert Jeffords as Board Treasurer. Oath of office to be taken and filed after meeting. Motion carried.

7. **Director’s Council Report:** No report.

8. **Announcements:**

Ms. Payne announced she will be on an extended vacation beginning in April that will continue into July. She asked to be excused for this time period. Ms. Nemer moved, seconded by Mr. Wise that Ms. Payne be excused. Motion carried.

Next SALS Board Meeting will be on held March 21st at 1P.M.

Ms. Nemer moved, seconded by Mr. Wise to adjourn the meeting. Motion carried. Meeting was adjourned at 2:05 p.m.

Respectfully submitted,

Cindy Mirra
Recording Secretary