

# SOUTHERN ADIRONDACK LIBRARY SYSTEM

22 WHITNEY PLACE • SARATOGA SPRINGS NY 12866-4596

(518) 584-7300 ☐ FAX (518) 587-5589

SALS Board Meeting ■ **January 18, 2022**, at 1:00 p.m.  
at SALS Service Center, held via GoToMeeting

## MINUTES

The regular meeting of the Southern Adirondack Library System was held Tuesday, January 18, 2022, at the System Service Center, held via GoToMeeting and brought to order at 1:00 p.m. with President Jordan Hornstein presiding.

Present were: Mmes. Borden, Connell, Cowin, Kuhr, Lindner, Seifts, Shapiro and Taylor; and Messrs. Hornstein, Odess and Wise. Also present were: Sara Dallas, SALS Director; Bob Jeffords, SALS Treasurer; Jill Ryder, SALS Assistant Director & Collection Management Consultant; Jack Scott, SALS Technology & Community Youth Services Librarian; Erica Freudenberger, SALS Outreach & Engagement Consultant; Colleen Smith, SALS Finance & Administration Manager; Pamela DelSignore, SALS System Services Support Assistant; Michelle Largeteau, JA Project Manager

Absent with prior notice was: Mmes. Beck

1. **Public Comment**: No comment.
2. \***Approval of Board Meeting Minutes of November 16, 2021** (enclosure):

Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the November 16, 2021, Board meeting. Ms. Borden moved, seconded by Ms. Seifts, to approve the minutes of the November 16, 2021, SALS Board meeting as distributed. Motion carried.

3. \***Treasurer's Report and Monthly Budget Reports for November and December 2021 (attached); warrants 2021-32 through 2021-38 and TA 21-22 through TA 21-26** (available prior to meeting):

Mr. Jeffords reviewed the November and December 2021 Treasurer's and Monthly Budget Reports. Mr. Wise moved, seconded by Ms. Shapiro, that receipt of the November and December reports be acknowledged and filed for audit. (*Copy attached to the Official Minutes.*)

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

Mrs. Dallas introduced Pamela DelSignore and Colleen Smith. Ms. DelSignore will work with the board, and oversee delivery. She will also assist with grants, maintaining the directory, as well as other duties. Ms. Smith assumes finance and human resources responsibilities. She will work with the auditors the week of January 17, 2022.

The SALS Annual dinner will be held in May, 2022. Deborah Caldwell-Stone, the champion for Intellectual Freedom and director of the ALA's Office for Intellectual Freedom, has agreed to be the speaker. The Marriott will be contacted regarding either a face-to-face meeting or virtual meeting.

A new phone system is being installed. Staff will have access through a mobile app, computer or handset located on employees desks.

Delivery experienced some delays due a driver being out sick. The libraries were understanding when the deliveries happened later than usual. Arnoff has reimbursed the libraries that decided to install new locks.

The executive order regarding the Open Meeting law, to hold virtual meetings has been extended.

An \$80,000 Grant-in-Aid was received from Assemblymember Woerner to be distributed to the libraries in her district. And a \$25,000 Grant-in-Aid was received from Assemblymember Simpson.

Questions regarding the construction grants were answered.

The Washington County trustees will meet to discuss possible funding from Washington County.

NYLA Advocacy Day is March 2, 2022. Appointments will be scheduled. Mrs. Dallas will also participate in ALA's National Advocacy Day.

The Governor vetoed the eBook legislation.

Mrs. Dallas is on a task force to update the language in Commissioners Regulations regarding the Central Library.

The JA Council met last week. Michele Largeteau will share what was discussed and the SALS Board will vote on the motions put forth by the JA Council. One library has expressed difficulty with this added telecom expense, and the SALS Board will be asked for permission to assist them in 2022 with the understanding the library will need to budget for telecom in 2023.

A. Joint Automation Report:

Overview of JA – Joint Automation

The Joint Automation Project provides services to the member libraries from the SALS system and from the Mohawk Valley Library System

- There are 58 remote sites, including the MVLS system offices.
- There is a Joint Automation Council which is the governing board for JA, but all budgets, policies etc. are approved by the two system boards.
- There are six JA employees. We are SALS employees and follow the SALS personnel rules. SALS manages the personnel and houses the staff, servers and equipment.
- Our main service is the Polaris ILS (Integrated Library System).
- The ILS is how the member libraries track patrons, bib records, holdings, requests etc.

- The JA staff manages the Polaris ILS, as well as offering Office 365 Email and OneDrive (cloud based file storage) to all staff at the all of the member libraries.
- We assist the libraries with their Internet connections, wired and wireless networks and security.
- We provide IT support for their PCs, networks, and if they have them servers.
- We provide group PC orders several times a year. We provide standard configurations for staff and public PCs.
- Some sites have software called Cassie that helps them to manage their public PCs and public printing. Cassie provides time management for PCs. We have about 16 sites that use Cassie.
- We provide web hosting through GoDaddy for libraries that want to use it.
- Some of the projects we are currently work on:
  - A new patron self-registration option
  - Assisting with the installation and configuration of the new VoIP phone system at SALS
  - Working with member libraries to increase bandwidth
  - Working on the latest group PC order and deployment and planning for the next order
  - Investigating Cybersecurity Insurance and Phishing training
  - Planning for the next Polaris upgrade
- Our budget is supported by funds from the two system boards and through member library fees.
- The JA Council meets every 2 months and has representatives from both systems, the central libraries and member libraries, as well as one unaffiliated member. (Currently Kari Kakeh from CDLC)
- Annually in December we have a meeting to discuss the JA fees. In December 2021 we discussed changes to the 2022 fees (which had been set the year before) and also fee recommendations for 2023
- One of the changes for 2022 is about how member library telecommunication fees are paid. As JA has a current surplus, the JA Council found an opportunity to provide an 8% reduction in fees for 2022 and at the same time transition the remaining telecom billing for those 16 sites to the member libraries. The two system directors have spoken to each affected library and most are prepared to take on those costs as well as the decrease in fees.
- If approved, JA staff will work with each affected library to change the billing or, if appropriate, transition to another connection that will provide the best bandwidth for their money. JA staff will continue to support the libraries with their telecommunication, network and security.

The Board will be asked to approve motions regarding a decrease in 2022 JA fees by 8% and to standardize payment of library telecommunications, to set 2023 JA fees at a 3% increase over 2022, to amend the 2022 budget to decrease the fee income line and decrease the telecommunications expense and to amend the final 2021 budget to increase salary and benefits lines.

5. **Committee Reports:**

- A. Audit & Finance (R. Wise, chair): No report.
- B. Building (C. Connell, chair): No report.
- C. Bylaws (R. Wise, chair): Reminder beginning of year policies and procedures. Please review bylaws and get back to Russ or Sara to bring any changes
- D. Central Library (M. Shapiro, chair): No report.
- E. County Aid Coordinators (Seifts, Connell, Odess, Cowin): No report.
- F. Library Services (C. Kuhr, chair): No report.
- G. Personnel (L. Borden, chair): Ms. Borden welcomed Colleen and Pamela to SALS.
- H. Trustee Nominating (E. Cowin, chair): Since we are Losing Mr. Odess and Ms. Seifts, we need to put calls out for replacements and have them contact Ms. Dallas or Ms. Cowin.

6. **Unfinished Business:** None

7. **New Business:**

- A. \* Reappoint Alex Gutelius to JA Council  
Mr. Wise moved, seconded by Mr. Odess, to approve reappointing Alex Gutelius. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- B. \*Approve motion: JA to Decrease 2022 JA fees by 8% to a fee budget of \$667,971; and to standardize payment of library telecommunications invoices so that all are paid by the library, not by JA  
Mr. Wise moved, seconded by Ms. Shapiro, to approve JA to Decrease 2022 JA fees by 8%. Ayes: All; Nays: None; Abstentions: None. Motion carried.  
  
Mr. Wise moved, seconded by Mr. Odess, to approve JA to standardize payment of library Telecommunications invoices. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- C. \*Approve motion: to set 2023 JA fees at a 3% increase over 2022, bringing the JA fees budget amount to \$688,010 in 2023.  
Mr. Wise moved, seconded by Ms. Lindner, to approve to set 2023 JA fees at a 3% increase over 2022. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- D. \*Approve motion: to amend the 2022 JA Budget by decreasing the Fee Income line from \$726,055 to \$667,971; and to decrease the Telecommunications expense line from \$43,000 to \$18,468.  
Mr. Wise moved, seconded by Ms. Odess, to approve to amend the 2022 JA Budget by decreasing the Fee Income line. Ayes: All; Nays: None; Abstentions: None. Motion carried.

Mr. Wise moved, seconded by Ms. Odess, to approve to amend the 2022 JA Budget to decrease the Telecommunications expense line. Ayes: All; Nays: None; Abstentions: None. Motion carried.

- E. \*Approve motion: to amend the approved JA Budget to reflect the final 2021 Salaries and Benefits invoices not being paid until January 2022; increasing the Salaries line from \$477,692 to \$526,724; and the Benefits line from \$193,362 to \$209,763.

Mr. Wise moved, seconded by Ms. Odess, to approve to amend the approved JA Budget to reflect the final 2021 Salaries and Benefits invoices not being paid until January 2022. Ayes: All; Nays: None; Abstentions: None. Motion carried.

Mr. Wise moved, seconded by Ms. Shapiro, to approve to amend the approved JA Budget to increase the salaries line. Ayes: All; Nays: None; Abstentions: None. Motion carried.

Mr. Wise moved, seconded by Ms. Odess, to approve to amend the approved JA Budget to increase the Benefits line. Ayes: All; Nays: None; Abstentions: None. Motion carried.

- F. \*Approve motion: appointment of Pamela DelSignore

Mr. Odess moved, seconded by Ms. Borden, to approve appointment of Pamela DelSignore. Ayes: All; Nays: None; Abstentions: None. Motion carried.

- G. \*Corporate Resolution to authorize agents at Adirondack Trust Company:

Mr. Odess moved, seconded by Ms. Connell, to approve Corporate Resolution to authorize agents at Adirondack Trust Company. Ayes: All; Nays: None; Abstentions: None. Motion carried.

- H. \*Approve motion: staff attendance at conferences: PLA Virtual – Erica Freudenberger, Sara Dallas; ALA Annual June 22-27 (Washington DC) – Erica Freudenberger, Sara Dallas

Mr. Ms. Lindner moved, seconded by Ms. Borden, to approve staff attendance at PLA Virtual conference. Ayes: All; Nays: None; Abstentions: None. Motion carried.

Ms. Shapiro moved, seconded by Mr. Wise, to approve staff attendance at the annual ALA conference. Ayes: All; Nays: None; Abstentions: None. Motion carried.

8. **Director's Council Report:** No report

9. **Announcements:**

Mr. Jeffords noted that the corporate resolution requires signature of the secretary and officers. He further advised that the paperwork for the required signatures will go out via email to Ms. Lindner, Mr. Hornstein, Mr. Wise and Mr. Jeffords.

Ms. Shapiro moved, Ms. Kuhr seconded, to adjourn the meeting. Adjourned 1:44 pm.

Respectfully Submitted,

Pamela DelSignore

\* Items so marked are action items

Next SALS Board Meeting: **February 15, 2022**, at 1:00 p.m. at SALS Service Center, held via GoToMeeting.

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