

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting ■ **January 19, 2021** at 1 p.m.

held virtually via GoToMeeting

AGENDA

The regular meeting of the Southern Adirondack Library System was held Tuesday, January 19, 2021, held virtually via GoToMeeting and brought to order at 1:01 p.m. with President Jordan Hornstein presiding.

Present were: Mmes. Borden, Connell, Kuhr, Lindner, Nemer, Seifts, and Shapiro, and Messrs. Hornstein, Odess, and Wise. Also present were: Bob Jeffords, SALS Treasurer; Jill Ryder, SALS Assistant Director & Collection Management Consultant; Jack Scott, SALS Technology & Community Youth Services Librarian; Erica Freudenberger, Outreach & Engagement Consultant; Dianne Winter, SALS Finance & Administration Manager.

Absent with prior notice: Mmes. Cowin and Taylor

1. **Public Comment** None.

2. **Approval of Board Meeting Minutes of November 17, 2020:**

Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the November 17, 2020, Board meeting. Ms. Connell moved, seconded by Ms. Lindner, to approve the November 17, 2020, minutes of the SALS Board meeting. Motion carried.

3. **Treasurer's Report and Monthly Budget Reports for November and December; Warrants 2020-30 through 2020-35 and TA20-23 through TA-26:**

Mr. Jeffords reviewed the November and December 2020 Treasurer's and Monthly Budget Reports. Ms. Nemer moved, seconded by Ms. Shapiro, that receipt of the November and December reports be acknowledged and filed for audit. Motion carried. (*Copy attached to the Official Minutes.*)

4. **Director's Report:**

Assistant Director, Jill Ryder, reported out in the Director's absence.

New York Library Association (NYLA) Virtual Advocacy Day is on February 26, 2021. Details are not confirmed, but it will include phone calls, letters, and remote meetings. The ask is \$123.1 million in library aid and \$45 million in construction aid. This month, SALS will begin to schedule the virtual visits with our legislators.

Sara worked with ALA to get libraries included in the \$900 billion federal stimulus package and was told that library aid was cut at the last moment.

Dale Nemer will have completed her second term this year. The SALS Nominating Committee will need to begin working on finding a Warren County trustee. Her replacement would be voted upon at the Annual Meeting on May 17, 2021.

Sara submitted an IMLS Cares grant to the Division of Library Development. In partnership with the Mohawk Valley Library System, the grant funds will reimburse the JA staff's salaries.

The Division of Library Development has set a new deadline for the submission of 2020 Annual reports. They are now due on April 1, 2021. The Dianne Winter is planning an "Annual Report Party" for member library directors and treasurers on February 3, 2021, from 9 am-11 am.

SALS received a public complaint regarding a movie and pizza night scheduled weekly in a member library. The woman reported posted pictures on the library's social media site showing people sitting very close to each other and not wearing masks. Sara spoke with the library director about the program and the library board decided to suspend the movie night until further notice.

Dianne Winter is preparing for the auditor's visit – scheduled for January 21-22, 2021.

Several building issues have come up in recent weeks including a broken garage door, a poor plowing job after the December snowstorm, and disruption in phone service. All issues have been resolved.

Member libraries are beginning to reduce service levels or close their buildings to the public due to COVID. Many will revert to June service levels, including curbside service and virtual programs. As the libraries open and shut due to COVID-19 and weather, Dianne Winter has worked with Arnoff, the delivery vendor and Jill Ryder has worked with JA to update settings in Polaris.

Vendors provided answers to our questions for the SALS door lock options. Dave MacFarland summarized JA's opinions and shared them with Dianne Winter. Dianne announced the Building Committee would need to meet to approve vendor choice in advance of the February Trustee meeting.

III responded that they do not have a method to update subject headings such as "illegal aliens" in the catalog to another term(s). Jill outlined the steps to accomplish these updates manually. This information was discussed at the January JA Council meeting. The discussion was tabled pending resolution from the Library of Congress once the new administration takes office.

It was recommended that JA fees not increase in 2022 and use 2019 statistics to calculate the fee instead of 2020. The 2021 fees and 2022 fees would be the same for all libraries.

Erica Freudenberger and Jack Scott will make a presentation for the SALS Board on the Leaving Our Fingerprints on History Project toward the end of the meeting.

The Farm-2-Library program resumed in July 2020. In 2020, 8,411.65 pounds of fresh food was shared. The five participating libraries are Argyle Free Library, Corinth Free Library, Pember Library and Museum, Schuylerville Public Library, and the Whitehall Free Library.

Heather Larrow, the librarian at Great Meadow Correctional Facility, agreed to purchase material for the Washington County Correctional Facility in addition to her own. She shares a part-time library employee with Washington County. He will ensure that the material is incorporated into the collection.

As member library services are changing due to the pandemic, Jack is regularly updating the Current Library Services webpage.

OverDrive continues to be well used. As of December 28, there have been over 237,000 downloads for the year 2020. The demand for ebooks continues to grow each year.

Dianne Winter submitted the final contract for the Saratoga County 2020 Youth Grant. The \$1,120 for the Lively Library program were approved in late December. We are using the funds to support programs that Saratoga County libraries provided during the pandemic, including virtual programs and take and make kits.

A. Joint Automation Report:

Mr. Wise reported that the JA Council met on Wednesday, January 13th. This was the first meeting for new council member Guin Forshey. New officers were put forward for election: MVLS nominated Erica Wing as Chair and SALS nominated Russ Wise as Vice-Chair. Both officers were approved.

Final 2020 group order PCs have been received and are being imaged and scheduled for delivery to member libraries. The next group order will take place in February.

The JA GoDaddy project and Fonda wireless install are both complete. The Crandall, self-registration, and Greenwich construction projects are all still in process.

JA made improvements to printer lists on member library machines so only local printers populate the list.

The Council recommended that there be no change in JA fees from 2021 to 2022. The fee will be calculated exactly the same way it was for 2021, so libraries will have no change in their monthly JA fees.

B. Other: None.

5. Committee Reports:

A. Audit & Finance (R. Wise, chair): None.

B. Building (C. Connell, chair): None.

C. Bylaws Committee (R. Wise, chair): Mr. Wise directed trustees to the previously attached Bylaws Revisions document.

D. Central Library Aid and Services (D. Nemer, chair): None.

E. County Aid Coordinators (Seifts, Connell, Odess, Cowin): None.

F. Library Services (C. Kuhr, chair): None.

G. Personnel (L. Borden, chair): None.

H. Trustee Nominating: (E. Cowin, chair): None.

6. Unfinished Business:

7. New Business:

A. Approve Bylaw revisions

Discussion resulted in requesting the following change to the document as shared:

VIII. Meetings (3rd paragraph). A quorum shall consist of a majority (seven members) of the full Board (twelve members). A Trustee must be present – either in person or virtually (in accordance with the New York State Open Meetings Law) – at a meeting to have the member’s vote counted.

Bylaws Committee moved to approve the Bylaws Revisions as amended. Motion carried.

B. “Leaving Our Fingerprints” demonstration

Led by Erica Freudenberger and Jack Scott.

C. Approve 2022 JA Fees

Finance Committee moved to approve 2022 JA fees as shared. Motion carried.

D. In Memoriam Donations

Mr. Odess brought up the question of whether the board might approve a policy for donations to libraries in memory of deceased trustees. Current practice is for the SALS Director to request approval by email on each occurrence. Mr. Wise suggested the Finance Committee would look into this and return with a recommendation at the February meeting.

8. **Director’s Council Report:** None.

9. **Announcements:** None.

Meeting adjourned at 1:48 p.m. Moved by Ms. Nemer, seconded by Ms. Borden. Motion carried.

Respectfully submitted,

Dianne Winter