

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **January 19th, 2016** at 1:05 p.m.
at the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, January 19, 2016 at the System Service Center and brought to order at 1:05 p.m. with President Frank Mezzano presiding.

Present were: Mmes. Borden, Connell, Debus and McComb, and Messrs. Hornstein, Mays, Mezzano, 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, Laurie Buckley, Outreach and Marketing Consultant, Jill Martz, Administration & Finance Manager at SALS, and Jill Ryder, Collection Management Consultant at SALS. Excused absence: Mmes. Nemer and Payne and Mr. Odess.

1. **Approval of Board Meeting Minutes of November 17, 2015:** Mr. Mezzano asked if there were any additions, corrections, or deletions to the minutes of the November 17, 2015 Board meeting. Mr. Hornstein moved, seconded by Ms. Debus, to approve the minutes of the November 17, 2015 SALS Board meeting as distributed. Motion carried.
2. **Treasurer's Report and Monthly Budget Report for November and December; warrants:** Mr. Jeffords reviewed the November and December Treasurer's report. Mr. Wise moved, seconded by Mrs. Borden, that receipt of the November report be acknowledged and filed for audit. Motion carried. Warrants 2015-37 through 2015-43 and TA15-23 through TA15-26 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 13, 2016. Mr. Wise reported Kathy Naftaly was elected Chair and Erica Wing, Vice-Chair of the committee. The 2015 final group order of over 150 PCs was received at SALS. The Polaris upgrade is complete and went well. The JA staff is working with public library staff and consultants on the following building projects at: Gloversville Public Library, Town of Ballston Community Library, Fort Plain Public Library, Town of Lake Pleasant Public Library, Town of Inlet Public Library, the Schenectady Public Library and the Bornt Branch of the Schenectady Public Library. All of the member library websites, but one (Fort Plain) have been moved off the JA servers. Credit card usage at various locations and PCI compliance was discussed. The Polaris Annual report data will be posted soon to help the public libraries complete their NY State Annual reports. SALS and MVLS staff have completed Zepheira training. The shared MVLS/SALS catalog data has been converted and is being reviewed. Representatives for both systems will meet on January 20, 2016 at SALS to discuss the next steps. The JA fees will be kept the same in 2016 as 2015 (\$.09/item \$.11/circ). An increase in item fees to \$.10/item was recommended for 2017. Some libraries are considering using 3M for more e-content.
 - B. **Other:**
 - i) Mrs. Dallas reported that local author and Saratoga Springs Public Library Trustee, Steve Sheinkin won the Award of Excellence in Nonfiction, for his book Most Dangerous: Daniel Ellsberg and the Secret History of the Vietnam War. The award honors the best nonfiction book published for young adults during the Nov. 1- Oct. 31, 2015 publishing year.
 - ii) Mrs. Dallas discussed the upcoming financial audit at the end of January. The Board requested the auditors present the completed audit to the full board.

- iii) SALS has granted an extended sick leave for an employee. Thanks to SALS staff members, Cindy Mirra, Jill Martz and Jill Ryder for taking on some of the added responsibilities.
- iv) SALS/MVLS is signing a contract with SkyRiver, an Innovative Interfaces Inc. (III) cataloging utility. This will allow library staff to simplify work flows and increase efficiency. This will reduce the cost significantly that SALS pays for MARC records. The cost will be split by SALS at two thirds and MVLS at one third.
- v) SALS received recognition at ALA Midwinter as a pilot library for the Aspen Institute's Action Guide for Re-envisioning Your Public Library.
- vi) SALS is working with a group of public library systems staff to remove password protection in NYLTO and keep information up to date.
- vii) SALS will be working with the Library Freedom Project.
- viii) Mrs. Dallas is an ALA as a Councilor at Large.
- ix) The Governor's Executive Budget 2016-2017 has library funding at the same level as last year's budget.
- x) Mrs. Dallas discussed the implications of an increase in minimum wage and the impact it will have on our member libraries.
- xi) Mrs. Dallas has been investigating a new vendor to help members with recycling books. SALS will contract with Better World Books to have a drop box installed in our parking lot.

4. **Committee Reports:**

- A. **Audit & Finance:** Mr. Wise reported that SALS ended the year in good standing. At the end of 2015, SALS was under budget and able to add \$69,354 to the general cash reserve. This was due to various savings in salaries, benefits and the technology grant. Thanks to SALS staff for doing an outstanding job managing the budget.
- B. **Building:** Mr. Mays reported the committee will be working with Sage Engineering to discuss and prioritize necessary upgrades and future projects. A punch list has been created by staff and will be discussed. Mr. Mays presented the following SALS Construction Challenge Grant applications: Town of Ballston Community Library - \$5,000, Galway Public Library - \$3,645, Pember Library - \$4,550, Town of Inlet Public Library - \$3,206.39. It was suggested a Board Meeting be held at the Town of Ballston Community Library to see the progress on their redesigned space. Mr. Mays thanks Laurie Buckley for her work with the challenge grants. Mr. Mays offered to meet with the member libraries during the next challenge grant cycle to help them develop projects.
- C. **Bylaws Committee:** No report.
- D. **Central Library Aid and Services:** No report.
- E. **County Aid Coordinators:** No report.
- F. **Library Services:** Mrs. Debus presented the SALS Early Adapter/ Technology Challenge Grant application: Clifton Park-Halfmoon Public Library - \$5,000. Ms. Debus offered to meet with the member libraries during the next challenge grant cycle to help them develop projects.
- G. **Personnel:** No report.
- H. **Trustee Nominating:** Dale Nemer: Chair, Jordan Hornstein, Christine Connell and Karen McComb will serve as members of the committee. There is one upcoming expiration of term: Dale Nemer (Warren County) – up for 2nd term.

5. **Unfinished Business:** None.

6. **New Business:**

- A. Mr. Mays moved, seconded by Mrs. Borden that Karen DeAngelo be appointed as Member Library JA Council representative. Motion carried.
- B. Mrs. McComb moved seconded by Mr. Plantier the Construction Challenge Grants be approved as presented. Motion carried.

- C. Mr. Hornstein moved, seconded by Mr. Wise the Early Adapter Challenge Grant be approved as presented. Motion carried.
- D. Mr. Hornstein moved, seconded by Mr. Plantier to approve the recommendation to increase the JA 2017 item fee to \$.10/item. Motion carried. (2017 JA fees \$.10/item and \$.11/circulation)
- E. Ms. Debus moved, seconded by Mrs. Connell that Brandi Bishop and Jennifer Hurd be approved to serve on the Outreach Advisory Committee. Motion carried.
- F. Mrs. Dallas presented the following travel and conference attendance requests to the Board:
 Jennifer Ferris to attend the NYLA YSS Conference April 15, 2016 in Albany.
 Sara Dallas to attend ALA Advocacy Day May 2-3, 2016 in Washington DC.
 Sara Dallas and Jennifer Ferriss to attend the Pre NY Advocacy Day March 1, 2016 in Albany.
 Sara Dallas, Jennifer Ferriss and Laurie Buckley to attend NY Advocacy Day March 2, 2016 in Albany.
 Five Trustee scholarships to attend the LTA Conference May 5-6, 2016 in Plattsburgh. Depending upon the cost of the conference, the board approved the amount of \$550 each for registration. If there is a great demand, the board could authorize more scholarships. Mr. Wise moved, seconded by Mrs. Borden all of the travel requests and scholarships be approved. Motion carried.

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

8. **Announcements:**

Mr. Mezzano reported that the Town of Lake Pleasant Public Library has applied for an \$85,000 SAM grant for construction through Senator Farley’s office. This will help the library to finish the final phase of the construction project. No match is needed. It was suggested other member libraries may want to consider this option.

Next SALS Board Meeting will be on held February 16th at 1P.M.

Ms. Debus moved, seconded by Mr. Plantier to adjourn the meeting. Motion carried. Meeting was adjourned at 2:15 p.m.

Respectfully submitted,

Jill Martz
Recording Secretary