

SOUTHERN ADIRONDACK LIBRARY SYSTEM
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SALS Board Meeting ■ **January 21, 2020** at 1 PM
at SALS Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held Tuesday, January 21, 2020, at the System Service Center and brought to order at 1 PM with President Jordan Hornstein presiding.

Present were: Mmes. Borden, Connell, Cowin, Kuhr, Lindner, McComb and Nemer, and Messrs. Hornstein, Plantier and Wise. Also present were: Sara Dallas, SALS Director; Bob Jeffords, SALS Treasurer; Cindy Mirra, SALS System Services Support Representative; Jill Ryder, SALS Assistant Director & Collection Management Consultant; Erica Freudenberger, Outreach & Engagement Consultant; and Dianne Winter, SALS Finance & Administration Manager.

Absent with prior notice were: Mme. Seifts and Messrs. Odess.

1. **Public Comment**: None
2. ***Approval of Board Meeting Minutes of December 17, 2019** (enclosure):

Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the December 17, 2019 Board meeting. Ms. Connell moved, seconded by Ms. Borden, to approve the minutes of the December 17, 2019 SALS Board meeting as distributed. Mr. Wise abstained. Motion carried.

3. ***Treasurer's Report and Monthly Budget Reports for December** (attached); **warrants** (available at meeting) :

Mr. Jeffords reviewed the December Treasurer's and Monthly Budget Reports. Ms. Nemer moved, seconded by Mr. Wise, that receipt of the December reports be acknowledged and filed for audit. Motion carried. Warrants 2019-33 through 2019-35 and TA19-25 through TA19-26 were available for Board perusal. (*Copy attached to the Official Minutes.*)

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

Mrs. Dallas shared that she has been working with Warren County and Washington County census Complete Count committees and reached out to Saratoga and Hamilton County as well. It is hoped that everyone will be counted. The count is important because it is worth about \$675 billion federal dollars that go to grants, supports states, counties and communities to fund schools, hospitals, roads, public works and other vital programs. It could mean congressional seats, and it will lead to redistricting. Everyone's privacy is protected. It is against the law for the Census Bureau to publicly release individuals' responses that will identify the individual or the household. The data can only be used to produce statistics.

95% of households will receive the census invitation by mail. 1% of households will be counted in person by a census taker.

March 12-20 people will get an invitation to respond online to the 2020 Census

March 16-24 a reminder letter will be sent

March 26-April 3 a reminder postcard will be sent

April 1st there will be a strong effort to count the homeless

April 8-16 a reminder letter and a questionnaire will be sent

April 20-27 a final reminder goes out (if no response then a Census Taker is sent out)

We are partnering with the Warren County Complete Count Commission and will receive funds to help libraries in Warren County increase hours, purchase Chromebooks, increase bandwidth, pay staff, hold programs and training in library venues among other efforts as the census approaches.

Mrs. Dallas shared how important it is for Library trustees who play an important role, as they are community leaders, to get the word out and influence people to fill out the census.

A. Joint Automation Report:

Mr. Wise presented a report from the January 8, 2020, Joint Automation Council meeting. A change made this past weekend as part of the subdomain disengagement caused a problem with users logging on in two places at Clifton Park-Halfmoon, Crandall and Saratoga libraries. JA staff is working to resolve this as soon as possible.

We are still waiting for 8 All-in-Ones from the end of the 2019 group PC order. The next order will be announced in February.

Polaris Hosted – there has been an issue with Saratoga Springs Public Library’s circulation PCs locking up, and JA staff is suggesting changes to see if it rectifies the situation.

Clifton Park-Halfmoon Public Library intermittently slow receipt printers were corrected by updating the printer drivers.

The Polaris windows can flicker if a staff person is logged in on two machines at the same time. This has been reported to III. Also reported to III is staff being able to see each other’s printers.

It has been brought to JA’s attention that some libraries need the ability to log multiple users on the same machine. JA is recommending libraries use LEAP for the additional staff logins.

There was a slowdown with Polaris on January 2, 2020, that was most likely caused by someone running a large report. JA reminded users to schedule those for overnight.

Mr. Wise reminded the board that Windows 7 and Windows Server 2008 will no longer be supported on 1/14/2020. Multiple messages have been sent throughout the year advising libraries.

At some of the RFID sites, the JA staff had to segregate their networks further to isolate any hardware that could not be upgraded to Windows 10 (Bibliotheca’s only upgrade path was buying new self-checks for example). JA staff met with the Crandall staff in December. Bibliotheca sent a

demo self-check unit (that was damaged in shipping) to test functions such as multiple item checkout, detailed fine payment, store and forward etc. JA staff is assisting with this testing.

Spectrum decided to upgrade bandwidth at five SALS sites and one MVLS site for their complementary lines (Argyle, Corinth, Greenwich, Hudson Falls, and Lake George) and St. Johnsville. JA staff has asked Spectrum to upgrade other sites, but at this time, JA has not heard back. JA is recommending purchasing static IPs for \$35 per month to avoid loss of service to Polaris if IPs change.

B. Other: Mrs. Dallas noted that Mr. Wise will head the NYLA Library Advocacy Day in coordination with CDLC. CDLC is in the process of putting together the appointments, and that information will be shared shortly.

5. **Committee Reports:**

A. Audit & Finance (R. Wise, chair): Mr. Wise reported that the JA Council passed a motion that the formula stay the same and that fees for 2021 will increase by 3%. He also noted that the auditors are coming to SALS on Thursday and Friday of this week.

B. Building (C. Connell, chair): Construction Challenge Grants

i) Ms. Connell reviewed the thirteen applicants for the 2020 Construction Challenge Grants.

Town of Ballston Community Library	Interior paint job - second floor and stairwells	5,000.00
Clifton Park-Halfmoon Library	ADA compliant doors in staff area	5,000.00
Pember Library & Museum	Improved bandwidth; 1 year monthly access	1,118.76
Town of Indian Lake Public Library	Lighting upgrades	3,996.00
Caldwell Lake George Library	Facilities assessment	5,000.00
Town of Lake Pleasant Public Library	Replace porch at staff entrance	3,641.85
Hadley-Luzerne Public Library	New shelving	5,000.00
Round Lake Library	Wiring, LED lights, new circ desk & DVD storage	5,000.00
Bancroft Public Library	LED lighting	4,866.70
Stillwater Public Library	Facilities assessment	5,000.00
Schuylerville Public Library	ADA-compliant water fountain w/bottle filler	5,000.00
The Richards Library	Existing Conditions Survey	5,000.00
Whitehall Free Library	Fiction room & employee breakroom/bathroom renovation	5,000.00

The committee recommended funding for all of the projects at 100% of their requests.

C. Bylaws (R. Wise, chair): No report.

D. Central Library (D. Nemer, chair): No report.

E. County Aid Coordinators (Seifts, Connell, Odess, Plantier): No report.

F. Library Services (C. Kuhr, chair): Library Services Seed Challenge Grants

i) Ms. Kuhr reviewed the four applicants for the 2020 Library Services Seed Challenge Grants.

Galway Public Library	Increase & expand technology programming	9,952.00
Hadley-Luzerne Public Library	Install Advanced Workstations on Education	6,349.00
Saratoga Springs Public Library	Purchase djembe drums	3,000.00
Bancroft Public Library	Programming for the elderly	2,615.00

The committee recommended funding for all of the projects at 100% of their requests.

Ms. Kuhr shared the committee’s concerns regarding some questions for the Hadley-Luzerne Public Library grant proposal. Ms. Winter was instructed to ask the library for more specifics.

G. Personnel (L. Borden, chair): Continuing Education Challenge Grants

Ms. Borden reviewed the one application for the 2020 Continuing Education Challenge Grant. The committee recommended funding for the Fort Edward Free Library at 100% of their request.

Fort Edward Free Library Pursuing Associate’s Degree –one course 874.90

H. Trustee Nominating (D. Nemer, chair): Ms. Nemer shared two biographies for potential candidates to fill the positions for Warren and Hamilton Counties in May of this year. Ms. Nemer was very impressed with both candidates – Margaret Shapiro for Warren County and Barbara Taylor for Hamilton County.

Mrs. Dallas reported that Christine Connell, Jordan Hornstein and Linda Borden have agreed to serve a second term.

6. **Unfinished Business:**

7. **New Business:**

A. *Approve Construction Challenge Grants

Mr. Hornstein moved to approve the thirteen applicants for the 2020 Construction Challenge Grants as reported during the committee report. Ayes: All; Nays: None. Motion carried.

B. *Approve Library Services Seed Challenge Grants

Ms. Hornstein moved, to approve the four 2020 Library Services Seed Grants as reported during the committee report. Ayes: All; Nays: None. Motion carried.

C. *Approve Continuing Education Challenge Grants

Mr. Hornstein moved, to approve the Fort Edward Free Library’s 2020 Continuing Education Challenge Grant proposal as reported during the committee report. Motion carried.

D. *Approve 2020 JA fees

Mr. Wise moved, seconded by Ms. Borden, to approve the proposed 3% increase in JA fees for 2021. Motion carried.

E. *Approve Conference Requests

i) ALA Annual in Chicago June 23-June 30 for Mrs. Dallas and Erica Freudenberger.

ii) National Advocacy Day in Washington D.C. May 3-May 5 for Mrs. Dallas.

iii) Outreach Coordinator’s Conference at the Pioneer Library System May 5 & 6 for Erica Freudenberger.

Mr. Wise moved, seconded by Ms. Nemer, to approve all staff for the conferences. Ayes: All; Nays: None. Motion carried.

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

9. **Announcements:** None.

Ms. Kuhr moved, Mr. Plantier seconded, to adjourn the meeting. Adjourned 1:39 PM.

Respectfully Submitted,

Cindy Mirra

* Items so marked are action items