

SOUTHERN ADIRONDACK LIBRARY SYSTEM
22 WHITNEY PLACE □ SARATOGA SPRINGS NY 12866-4596
(518) 584-7300 □ FAX (518) 587-5589

SALS Board Meeting □ **January 21, 2025** at 1 p.m.
At the System Service Center and Virtually via Zoom

AGENDA

1. Announcements

2. Public Comment

3. *Approval of Board Meeting Minutes from November 19, 2024: ([LINK to minutes](#))

4. *Treasurer's Report and Monthly Budget Reports for November: ([LINK to reports](#))

*Treasurer's Report and Monthly Budget Reports for December: ([LINK to reports](#))

*Annual 2024 Treasurer's Report: ([LINK to report](#))

Warrants 2024-30 through 2024-31 and TA24-23 through TA24-24: ([LINK to warrants](#))

Warrants 2024-32 through 2024-34 and TA24-25 through TA24-26: ([LINK to warrants](#))

5. Director's Report ([LINK to report](#)):

A. Joint Automation Report: Included in the Director's Report

B. Other:

6. Committee Reports:

A. Audit & Finance (T. Shaginaw, chair):

B. Building (C. Connell, chair):

C. Bylaws Committee (L. Goodman, chair):

D. Central Library Aid and Services (M. Shapiro, chair)

E. County Aid Coordinators (Connell, Cowin, Goodman, Vineyard):

F. Library Services (E. Cowin, chair):

G. Personnel (L. Borden, chair):

H. Trustee Nominating: (J. Lindner, chair):

7. Unfinished Business:

A. Trustee nominations for the 2025 Annual Meeting:

- a. Susan Hartman (Hamilton County)
- b. Jordan Hornstein (Hamilton County)
- c. Heather Crocker (Saratoga County)
- d. Patricia L. Partello (Saratoga County)
- e. Margaret Shapiro (Warren County) 2nd term
- f. TBD (Washington County)

8. New Business:

A. Review Cash Receipt Procedures and Payroll Procedures and Cash Transfers to Cover Warrants

B. *Approve Saratoga Springs Public Library's, volunteer-staffed, library literacy services to use SALS space: Pending receipt of a Memorandum of Understanding and Insurance Rider.

C. *Appointment of Trevor Oakley to fill the remainder of Tim McDonough's term on the Joint Automation Council: Michelle Barron stepped off and Trevor Oakley stepped up to fulfill the remainder of Tim McDonough's term.

- D. *Approve Multi-Factor Authentication for all Joint Automation Accounts:
- E. *Approve Vega Discover library catalog:
- F. *Approve 2026 Joint Automation Fees: (Draft 2026 JA Fees Billing)
- G. SALS Courier Service - Review for Proposal: Contract with current service ends June 27, 2025.
- H. *Permission for staff to attend conferences in 2025:
 - a. Jack Scott to attend New York Library Association – Youth Services Section April 19, 2025
 - b. Sara Dallas to attend American Library Association Executive Board Meeting - April 24-30, 2025, Chicago, IL
 - c. Sara Dallas and Erica Freudenberger to attend American Library Association Annual Conference - June 2025, Philadelphia, PA
 - d. Erica Freudenberger to attend Association for Rural & Small Libraries Conference – September 17–20, 2025, Albuquerque, New Mexico
 - e. Colleen Smith to attend New York Council of Nonprofits Camp Finance – October 2025
 - f. Erica Freudenberger, Jill Ryder, Jack Scott, and Pamela DelSignore to attend New York Library Association – November 5-8, 2025, Saratoga Springs, NY

9. Director’s Council Report:

10. Announcements:

11. Executive Session:

* Items so marked are action items

Next SALS Board Meeting: **February 18, 2025**, at 1:00 p.m. at SALS Service Center.