

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting ■ **June 15, 2021** at 1 p.m.
held virtually via GoToMeeting

MINUTES

The regular meeting of the Southern Adirondack Library System was held Tuesday, June 15, 2021, held virtually via GoToMeeting and brought to order at 1:02 p.m. with President Jordan Hornstein presiding.

Present were: Mmes. Beck, Borden, Connell, Cowin, Kuhr, and Lindner; 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, Outreach & Engagement Consultant; Dianne Winter, SALS Finance & Administration Manager, Mr. Diggin and Ms. Kirkpatrick from UHY LLP C.P.A.

Absent with prior notice were: Mmes. Seifts, Shapiro, and Taylor.

1. **Public Comment:** None.

2. **UHY, LLP – Presentation of SALS 2020 Independent Auditor’s Report**

Patrick Diggin & Serena Kirkpatrick reviewed the audit of SALS cash receipts and disbursements. Mr. Diggin reported that the audit had a clean and unqualified opinion. Ms. Kirkpatrick noted there was \$2,033,385 in cash at the end of 2020. The SALS Board should find comfort in having cash collateralized above FDIC levels. As was proved during 2020, SALS is in a good financial situation with a cash balance that allows us to weather a short term decrease in aid. Mr. Diggin stated SALS did a good job pivoting to virtual processes during COVID. Kudos to the whole financial team Sara Dallas, Director; Bob Jeffords, Treasurer and Dianne Winter, Finance & Operations Manager.

Mr. Wise motioned to accept the 2020 Independent Audit Report, seconded by Ms. Connell. Motion carried.

3. **Introduction of newly elected board member:** Sue Beck --- (Warren County)

4. **Officers 2020-2022 (no change); 2021-2022 Committee assignments**

Mr. Hornstein noted that committee assignments for 2021-2022 were shared in the Board e-packet; anyone wishing to serve on a different or additional committee was asked to contact Mr. Hornstein. Mr. Hornstein advised that the vote for officers in 2020 was missed due to COVID, and asked for a vote to formally approve the 2020-2022 slate of officers shared in the e-packet. (*Copy of the Committee Assignments and Officers attached to the Official Minutes.*)

Mr. Odess moved, seconded by Ms. Borden. Ayes: All; Nays: None. Motion carried.

5. **Approval of Board Meeting Minutes from April 20, 2021 and Annual Meeting, May 17, 2021**

Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the April 20, 2021 Board meeting. Ms. Lindner moved, seconded by Ms. Connell, to approve the April 20, 2021 minutes of the SALS Board meeting as distributed. Motion carried.

Mr. Hornstein asked if there were any additions, corrections or deletions to the minutes of SALS Annual Meeting May 17, 2021. Ms. Kuhr moved, seconded by Ms. Borden, to approve the May 17, 2021 SALS Annual Meeting Minutes, as distributed. Motion carried.

6. Treasurer’s Report and Monthly Budget Reports for April and May; Warrants 2021-9 through 2021-14 and TA21-7 through TA21-10

Mr. Jeffords reviewed the April and May 2021 Treasurer’s and Monthly Budget Reports. Mr. Wise moved, seconded by Ms. Lindner, that receipt of the April report be acknowledged and filed for audit. Mr. Wise moved, seconded by Ms. Lindner, that receipt of the May report be acknowledged and filed for audit. Motion carried. (*Copy attached to the Official Minutes.*)

7. Director’s Report

BULLET AID: Assemblywoman Carrie Woerner has generously awarded SALS \$80,000 to be distributed evenly (\$8,000 per library) among libraries in her district: Mechanicville, Stillwater, Round Lake, Schuylerville, Easton, Greenwich, Argyle, Salem, Fort Edward, and Hudson Falls to support programming. This can include, but is not limited to, measures taken to address library operations during the pandemic. Assemblyman Matt Simpson has awarded \$25,000 to SALS, and it will be up to the SALS Board, staff, and member libraries to decide how this will be distributed.

New York is now the second state to pass a bill that would ensure public libraries the right to license and lend e-books available to consumers in the state. The New York bill requires "publishers who offer to license e-books to the public" to also offer those e-books to libraries on "reasonable" terms. In summary, the law is designed to ensure that "widely accepted and effective industry practices remain in place while prohibiting harmful practices that discriminate against libraries and harm library patrons. This still needs to be signed into law by the governor.

The law requiring training for Library Trustees – two hours of Continuing Education per year - passed the Assembly and Senate, and is awaiting the governor’s signature. Sara Dallas sent out information regarding training webinars with Jerry Nichols and Rebekkah Smith Aldrich on chapters in the Handbook for Library Trustees in New York State. Jerry and Rebekkah will be presenting interactive webinars on three essential topics – Duties and Responsibilities, Library Board Meetings, and Personnel. There will be one a month, from October – December. This is an opportunity to ask those questions you thought of while reading the Handbook.

CONSTRUCTION: Small and rural public libraries in dire need of capital improvements are disproportionately disadvantaged by the Public Library Construction Aid Program's requirements. Providing public library systems with greater discretion to award capital grants will broaden opportunities to address our state's aging public libraries. If this is signed by the governor, the SALS Board will be able to determine which libraries will be eligible for the 90/10 match.

CARES funding: SALS is waiting for the check. There is a lot of money available for broadband through these federal monies. SALS and JA have chosen to not filter the internet, but anything connected to the internet using these funds will require CIPA, even computers, tablets, and hotspots purchased with these funds.

ARNOFF: The vendor that provides the SALS courier service was hit with a suspected ransomware attack about five days ago. SALS cuts a check based upon a PDF invoice emailed to Dianne Winter. JA staff shared how to scan attachments before opening. Fortunately, Arnoff does not have any SALS credit card or banking information on file.

CYBER INSURANCE: Several libraries have contacted Mrs. Dallas regarding cyber insurance. She spoke with Eric Trahan, and he will contact the JA attorney to discuss cyber insurance for SALS, MVLS, and other issues relating to the online shared databases.

SELF REGISTRATION: SALS and MVLS are moving forward with patron self-registration. Jill Ryder sent out some information to the member library directors, and she has been answering questions.

DR SUESS: The Dr. Seuss program was well attended, and while it answered many questions, more questions were raised. Mrs. Dallas’ key takeaway: have a substantial and clear collection development policy in place. The policy must have a challenge procedure and form. In addition, weeding the collection is essential. There needs to be an understanding of why this must be done and have a clear policy in writing.

A library needs to make it clear that it does not endorse everything in its collection, and get away from the notion that its collection is balanced, instead the collection is representative. Ms. Cowin asked about what a “representative collection” means. Mrs. Dallas said this should be relative to the library’s community and the plan of service.

SALS STAFF IN BUILDING: Throughout the pandemic, some staff reported to work at 22 Whitney Place. In accordance with the Telecommunications Policy under discussion later in the meeting, a schedule has been developed and distributed to have all staff return to work at 22 Whitney Place for a few days per month throughout the summer.

Mrs. Dallas will be serving a second term on the Freedom to Read Foundation.

Executive order which extends virtual or hybrid meetings until July 5, 2021.

A. Joint Automation Report: None.

8. Committee Reports:

A. Audit & Finance (R. Wise, chair):

Mr. Wise reviewed the updates to the SALS FY21 Budget based on updated funding from the state. Ms. Winter summarized the recommendations which include: 3.0% increase to staff salaries for 2021, retroactive to the beginning of the year; adding \$10,000 to Continuing Education Challenge Grants; adding \$50,000 to Construction Challenge Grants; adding \$10,000 to SALS/Trustee Travel and Continuing Education line item.

B. Building (C. Connell, chair):

Ms. Winter provided an update that the new locks system was successfully installed in the building the week of May 3rd.

C. Bylaws Committee (R. Wise, chair): None.

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

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

F. Library Services (C. Kuhr, chair):

Ms. Kuhr provided an overview of the Bancroft Challenge Grant amendment. Due to COVID, the library is shifting the program from in-person events for Seniors to a collection of board games to be circulated. Committee moved this amendment be approved. Ayes: All; Nays: None. Motion carried.

G. Personnel (L. Borden, chair):

Ms. Borden discussed the updated Telecommuting Policy which was shared in the e-packet. The committee is in favor of allowing our staff to telecommute for work. There are a number of checks and balances in place. Mr. Odess asked about how many staff will be on site, and the percentage of time staff

would be on-site vs. off. Ms. Dallas noted that two of the seven staff members will be on-site full time, and the remaining staff would work in the building a few times each month. Ms. Winter added that there will be an average of six people in the building on each work day. Ms. Connell asked for a few updates to language making sure there is a separation between business and personal use on SALS equipment. The board agreed, and Ms. Winter will make the requested changes. Ms. Kuhr asked if this was a permanent or temporary policy. Ms. Borden noted this would be a permanent policy with short-term reviews built into it.

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

9. Unfinished Business:

10. New Business:

A. Placement of bank accounts:

- i) Name Saratoga National Bank and Trust Company as depository of funds to be withdrawn with the signature of one of the following: President, Vice-President, Treasurer, or Secretary. Mr. Odess moved, seconded by Ms. Borden. Ayes: All; Nays: None. Motion carried.
- ii) Name Adirondack Trust Company as depository of funds to be withdrawn with the signature of one of the following: President, Vice-President, Treasurer or Secretary; also that any one of the following be authorized to borrow funds: President, Vice-President, Treasurer or Secretary. Mr. Odess moved, seconded by Ms. Kuhr. Ayes: All; Nays: None. Motion carried.
- iii) Designate Adirondack Trust as depository for AFLAC withholdings which are to be withdrawn by the President, Vice-President, Treasurer, Secretary or an authorized AFLAC representative. Ms. Lindner moved, seconded by Ms. Connell. Ayes: All; Nays: None. Motion carried.
- iv) Authorize borrowing via credit cards by the President, Vice-President, Treasurer, or Secretary. Mr. Odess moved, seconded by Ms. Kuhr. Ayes: All; Nays: None. Motion carried.

B. Approve SALS FY21 Budget Amendments

The Finance Committee submits the budget amendments to the board for approval. Ayes: All; Nays: None. Motion carried.

C. Approve permanent Telecommuting Policy

The Personnel Committee submits the Telecommuting Policy, with amendments as discussed, for approval. Ayes: All; Nays: None. Motion carried.

D. Approve member library variances

Ms. Winter discussed the variance request process. At the time of submitting their 2020 Annual Reports, the following libraries were not meeting the identified Minimum Standard, and so submitted a Variance Request Form, including a plan for when the standard will be met. Ms. Winter expressed her confidence that the libraries will meet these standards in the timeline they indicated.

Library	Standard	Remedied by
Fort Edward Free Library	Library Director Education	2 years coursework (in progress)
Fort Edward Free Library	Plan of Service	12/31/2021
Caldwell-Lake George Library	Plan of Service	12/31/2021
Raquette Lake Library	Fax machine	March 2021
Stillwater Public Library	Space	Funding vote September 2021

Stillwater Public Library	Shelving	Funding vote September 2021
Whitehall Free Library	Plan of Service	First half 2022
Whitehall Free Library	Library Director	ASAP

Mr. Wise moved, seconded by Ms. Borden. Ayes: All; Nays: None. Motion carried.

11. Director’s Council Report: None.

12. Announcements:

Mr. Wise mentioned an article from CNN about libraries in California, and that librarians are the unsung heroes of the pandemic. Mrs. Dallas acknowledged Ms. Freudenberger and the participating member libraries and partners for the Farm-2-Library Program being a finalist in the International Federation of Library Associations and Institutions’ Green Library Award.

Ms. Borden moved, seconded by Mr. Odess, to adjourn the meeting. Adjourned 2:25 pm.

Respectfully submitted,

Dianne Winter
Recording Secretary