

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **June 15, 2010** at 1 p.m.
at the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, June 15, 2010 at the System Service Center and brought to order at 1:05 p.m. with President Arnold Elman presiding.

Present were: Mmes. Gold, Helms, McComb, and Payne, and Mssrs. Elman, Jeffords, Mays, and Plantier. Also present were: Sara Dallas, Director at SALS, Jill Martz, Administration & Finance Manager at SALS, Christine McDonald, Director at Crandall Public Library.

Absent with prior notice were: Misses Hoover and Jones, Mrs. Nemer, and Mr. Mosher.

1. **Congratulations to and introduction of newly elected board members:** Mrs. Dallas congratulated and introduced newly elected Board members Karen McComb, representing Hamilton County, and John Plantier, representing Warren County. Dr. Elman asked that the rest of the Board introduce themselves for the benefit of the new members.
2. **Election of Officers for 2010-2012, Committee assignments:** Mr. Mays moved to nominate the following slate of officers for 2010—2012: President, Arnold Elman, Vice President, Cheryl Gold, Secretary, Julia Helms, and appoint Bob Jeffords, Treasurer. Ms. Payne seconded the motion. Dr. Elman asked if there were nominations from the floor. Hearing none, the Secretary was instructed to cast one ballot each for the persons nominated who are hereby elected by acclamation by the Board of Trustees of the Southern Adirondack Library System. Dr. Elman asked the new officers and trustees to remain after the meeting to sign paperwork. Committee assignments were in Board folders; anyone wishing to serve on a different or additional committee was asked to contact Dr. Elman.
3. **Approval of Board Meeting Minutes of April 20, 2010 and the Annual Meeting, May 17, 2010:** Mr. Jeffords moved, seconded by Mrs. Helms, that the minutes of the April 20, 2010 Board meeting and the May 17, 2010 Board meeting be approved as distributed. Motion carried.
4. **Treasurer's Report and Monthly Budget Reports for April and May; warrants:** Mr. Jeffords noted that page 3 of the Treasurer's and Monthly Budget Report under Reconciliation of Balance shows that the Money Market account is paying a higher interest than the CDs. Discussion followed. Mrs. Gold moved, seconded by Mr. Plantier, to acknowledge receipt of the April and May Treasurer's and Monthly Budget Reports and that they be filed for audit. Motion carried. Warrants 2010-10 through 2010-15, A10-7 through A10-10, and TA10-7 through TA10-10 were available for Board perusal (copy attached to the Official Minutes).
5. **Director's Report** (in addition to the written report sent out with the Board packets):
 - A. **Joint Automation Report:** At the last meeting of the Joint Automation Council, JA recommended an increase of 1¢ per circulated item for a total of 10¢ for 2011. Another increase is highly probable for 2012; 10¢ per circulation, and 9¢ per item. Due to various fiscal calendars, libraries should be advised by February or March of any fee increases.

The State Contract was awarded to HP for computers and computer equipment. A staff or public PC with a monitor is \$764 and \$622 without a monitor. Software is included in the pricing.

Decisions will need to be made regarding JA services to keep JA fees reasonable. The JA Finance committee is reviewing the JA budget and services. The membership (SALS and MVLS libraries) will be asked via a survey what are essential JA services. SALS Trustees will be asked to call libraries that do not complete the survey. An Ad hoc Committee was formed to review the JA Agreement; a meeting date is to be determined.

- B. Other: There is no State budget. The Education portion of the budget may be voted on next week; please contact your representative and let them know how important libraries are to your community. When the budget passes, DLD (Department of Library Development) will send the aid charts to the Division of Budget for their approval. It will be some time before SALS receives its State aid.

The Regional Stress Management workshops were held in four locations: Greenwich Free Library, Town of Ballston Community Library in Burnt Hills, Hadley-Luzerne Public Library, and the Town of Indian Lake Public Library. Patricia O’Gorman, an area psychologist, presented a very well-received program. Very few libraries from Hamilton County attended the Indian Lake presentation, even though it was promoted.

SALS staff will begin the long range planning for SALS in order to best use Sandra Nelson’s time. Mrs. Dallas asked if the Board could meet with Ms. Nelson the afternoon of Monday, September 27 to understand the process and to set goals for the process. Ms. Nelson will meet with the member libraries on September 28th and present workshops at Saratoga Springs Public Library on September 29th and 30th.

Due to the dwindling budget, some hard choices may need to be made about future services. Massachusetts and Illinois have begun closing systems. Some NY State systems are investigating merging.

SALS is partnering with CBN Connect in the Broadband Grant Middle Line Project to bring increased broadband availability to the Cornelius Vanderbilt Whitney Long Lake Library, the Town of Indian Lake Public Library, the Town of Lake Pleasant Public Library, Raquette Lake Free Library, Stony Creek Free Library, and the Town of Johnsbury Library. The project has reached the second stage.

6. **Committee Reports:**

- A. Audit & Finance: Mr. Jeffords noted that the Committee would be meeting to start working on SALS budget. Dr. Elman suggested that SALS be conservative when planning the budget.
- B. Building: Mr. Mays reported that the Building Committee performed a “walk-through” with Jill Martz and Nancy Bowen to review and identify current and future projects, with an eye to liability and efficiency of the building, and also met prior to the Board meeting today to discuss those findings. Mr. Mays recommends hiring a Mechanical Engineer as a consultant for one (1) day for a fee not to exceed \$1,500 to answer questions and help determine possible projects. Motion carried. The Building Committee would report to the Board in September with recommendations of work to be done.

Mrs. Dallas asked if SALS should write a grant for one of the projects if Construction Grant funds become available. Discussion followed. The consensus of the Board was that if Construction Grant funds become available, and member libraries do not apply for the total amount available, SALS should apply for funds using the priority list from the Building Committee.

Mr. Jeffords moved, seconded by Mrs. Helms, to transfer \$1,500 from the Capital Fund to Professional Fees for the purpose of obtaining the services of a Mechanical Engineer as a consultant for one day. Motion carried.

- C. Bylaws Committee:
- D. Central Library Aid and Services:
- E. County Aid Coordinators:
- F. Library Services:
- G. Personnel:
- H. Trustee Nominating:

7. **Unfinished Business:**

8. **New Business:**

- A. Appointment of Treasurer and placement of bank accounts:
 - i) Mr. Jeffords moved, seconded by Ms. Payne, to 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, or Treasurer. Motion carried. Mr. Jeffords was appointed Treasurer earlier in the meeting.
 - ii) Mr. Jeffords moved, seconded by Mrs. Gold to name Adirondack Trust Company as depository of funds to be withdrawn with the signature of one of the following: President, Vice-President, or Treasurer; also that any one of the following be authorized to borrow funds: President, Vice-President, or Treasurer. Motion carried.
 - iii) Mr. Jeffords moved, seconded by Mrs. Helms, to designate Adirondack Trust as depository for AFLAC withholdings which are to be withdrawn by the Treasurer, or President, or Vice-President, or an authorized AFLAC representative. Motion carried.
 - iv) Mr. Jeffords moved, seconded by Ms. Payne, to authorize borrowing via credit cards by the President, Vice-President, or Treasurer. Motion carried.
- B. Appointment of Robert Jeffords as SALS Representative to JA Council: Mrs. Helms moved, seconded by Mr. Mays to appoint Robert Jeffords as SALS representative to the JA Council. Motion carried.
- C. Annual Meeting---location for 2011 (53rd) Annual Meeting: Please start thinking about the location for next year's Annual Meeting, keeping in mind ability to hold 200 people, affordability, and being open in May.
- D. Warren County Aid Formula: The suggested distribution of Warren County Aid was sent in the Board Packets, and is also in Board folders. Reformulation of the distribution is necessary due to the change in the amount of Warren County Aid. Mr. Jeffords moved, seconded by Mr. Plantier, to distribute Warren County Aid as recommended. Motion carried. (Copy of distribution attached to the Official Minutes). Mrs. Gold suggested that the member libraries write thank you notes to the legislators and supervisors thanking them for their support.
- E. JA Workstation Repair and Support Policy: The JA Staff has proposed a new Workstation Repair & Support Policy. Some libraries have computers that are outdated, and some have equipment that does not meet the standards for security and efficiency. Group purchasing of equipment is cost-effective, and standard equipment speeds up installation, reduces repair and

maintenance time, simplifies training, and makes troubleshooting problems easier. Only equipment certified by JA can be connected to either the public or staff networks. This policy will make it easier for libraries to go to their Boards for new equipment, and to budget for new equipment. Mr. Jeffords moved, seconded by Mrs. Gold to approve the JA Workstation Purchase and Support Policy. Discussion followed. Motion carried.

- F. JA Fee Increase: Mr. Jeffords moved, seconded by Ms. Payne, to approve the fee increase for 2011 as recommended by the JA Council and discussed earlier, to 10¢ per circulation, and 8¢ per item. Motion carried.

9. **Director’s Council Report:**

10. **Announcements:**

Dr. Elman declared the meeting adjourned at 2:17 p.m.

Respectfully submitted,

Nancy L. Bowen
Recording Secretary