

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting ■ **June 16, 2020**, at 1:04 p.m.
held virtually via GoToMeeting

MINUTES

The regular meeting of the Southern Adirondack Library System was held Tuesday, June 16, 2020, held virtually via GoToMeeting and brought to order at 1:04 p.m. with President Jordan Hornstein presiding.

Present were: Mmes. Connell, Cowin, Seifts, Shapiro, Kuhr, Taylor and Nemer, and Messrs. Hornstein, Odess, 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; Jack Scott, SALS Technology & Community Youth Services Librarian; Erica Freudenberger, Outreach & Engagement Consultant; Dianne Winter, SALS Finance & Administration Manager, Mr. Diggin and Mrs. Kirkpatrick from UHY LLP C.P.A.

Absent with prior notice were: Mme. Lindner and Borden.

1. **Public Comment**: None
2. **UHY LLP C.P.A. – Presented SALS 2019 Independent Audit Report**:

Patrick Diggin & Serena Kirkpatrick reviewed the audit of SALS cash receipts and disbursements. Mr. Diggin reported that the audit had a clean and qualified opinion and there was \$2,323,557 in cash at the end of 2019. SALS is in a good financial situation with a cash balance that could allow us to weather a short term decrease in aid. The auditor reported SALS is very transparent with all information available for full and fair disclosure. Kudos to the whole financial team Sara Dallas, Director; Bob Jeffords, Treasurer and Dianne Winter, Finance & Operations Manager. Mr. Wise motioned to accept the 2019 Independent Audit Report, seconded by Ms. Nemer. Motion carried.

3. **Introduction of Elected Board Members**: (Margaret Shapiro, (Warren County)
(Barbara F. Taylor, (Hamilton County)

4. **Officers 2019-2021; 2020-2021 Committee Assignments** (enclosure):

Mr. Hornstein advised that a motion was not necessary to approve the Slate of Officers for 2019-2021 as there were no changes. Committee assignments for 2020-2021 were shared in the Board e-packet; anyone wishing to serve on a different or additional committee was asked to contact Mr. Hornstein. (Copy of the Committee Assignments attached to the Official Minutes.)

5. **Approval of Board Meeting Minutes of April 21, 2020, and the Annual Meeting, May 27, 2020** (enclosure):

Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the April 21, 2020 Board meeting. Ms. Connell moved, seconded by Ms. Kuhr, to approve the April 21, 2020 minutes of the SALS Board meeting as distributed. Motion carried. Ms. Shapiro abstained. Mr. Hornstein asked if there were any additions, corrections or deletions to the minutes of SALS Annual Meeting May 27, 2020. Ms. Nemer moved, seconded by Ms. Connell, to approve

the May 27, 2020 SALS Annual Meeting Minutes, as distributed. Motion carried. Ms. Shapiro abstained.

6. **Treasurer’s Report and Monthly Budget Reports for April and May 2020 (attached):**

Mr. Jeffords reviewed the April and May 2020 Treasurer’s and Monthly Budget Reports. Mr. Wise moved, seconded by Mr. Odess, that receipt of the April and May reports be acknowledged and filed for audit. Motion carried. (*Copy attached to the Official Minutes.*)

7. **Director’s Report** (*in addition to the written report sent out with the Board Meeting packets*):

Mrs. Dallas thanked everyone for attending today’s virtual meeting and welcomed new board members Margaret Shapiro and Barbara F. Taylor. Mrs. Dallas thanked the board members for graciously agreeing to serve on the committees noted in their Board e-packets.

Mrs. Dallas reported that the SALS building was opened for fifty percent of the SALS staff including three Arnoff drivers. Prior to staff reporting to work in the building, Dianne Winter prepared the floor plans with arrows guiding staff to various destinations and Arnoff helped to reconfigure the sorting area for social distancing.

Mrs. Dallas shared that the Capital Region is expected to move into Phase 3 tomorrow, June 17, 2020. The SALS building is treated like an office building and was opened in Phase 2.

Some SALS member libraries are beginning curbside delivery and Mrs. Dallas thanked Jill Ryder, JA Staff and Sharon O’Brien (MVLS) for the background work done on the ILS to allow the reopening.

Mrs. Dallas announced that member libraries are working to have limited reopening for the public. Once again, library staff and boards understand that so much is not known about the spread of the virus, so slow, careful and steady is the best way to move forward.

Every Wednesday, the member library directors meet for about an hour. Thanks to Alex Gutelius for chairing the meetings. It has given all of the directors a chance to talk, share best practices, exchange information and support each other as we work to provide library services to our communities.

Mrs. Dallas reported that all meetings may continue to be held virtually until July 6th, 2020.

Mrs. Dallas continues to work with library boards and staff assisting and answering questions.

SALS has still not received any word about state aid. It is unknown when the state aid will be released and how large the cut will be. This means a challenge for next year’s budget cycle. SALS Audit and Finance and Personnel committees usually meet in August to develop a draft budget for review at the September meeting.

The New York State Library Construction portal has opened and libraries were sent the information. The completed applications are due to SALS August 28th, will be reviewed by the Building Committee in early September, and the approved applications will be sent to the New York State Division of Library Development after the September board meeting.

Total funding for all projects is \$396,655. There is now an opportunity for a library in an economically challenged community to get 90% funding.

In preparation for reduced funding in 2021, SALS staff will work with the member library directors and board members to determine the most important services SALS provides to support them in their work. The available funds will be allocated to those services.

A questions and answer sheet distributed to all of the member libraries in SALS and MVLS regarding JA fees.

Jack Scott shared a presentation of data and charts about how the e-content has been used during the library physical closures.

Mrs. Dallas will be attending the American Library Association's Annual Meeting virtually. Two of the programs she submitted will be presented.

ALA council meetings will be held virtually, as will the Freedom to Read Foundation board meeting.

Mrs. Dallas will be part of an ALA Committee on Legislation video.

Mrs. Dallas has been working on the ALA Sustainability Task Force and the final report has been written and submitted to the ALA Executive Board.

Mrs. Dallas is a member of the ALA Intellectual Freedom Privacy Committee. The committee posted information on COVID and patron privacy on its website.

Mrs. Dallas thanked all the SALS and JA staff who are working in the SALS building and remotely to provide support to our member libraries and our communities.

Mrs. Dallas thanked Mr. Hornstein and the SALS Board for approving the social justice statement.

Joint Automation Report: Mr. Wise reported that a JA meeting was held on May 13th.

The JA staff continues to work behind the scenes doing numerous tasks to keep things continuing to move forward. Mr. Wise commends them for their hard work.

Other: None.

8. **Committee Reports**:

- a. Audit & Finance (R. Wise, chair): No report.
- b. Building (C. Connell, chair): Ms. Connell echoed Mrs. Dallas' report that directions for completing a State Aid for Library Construction application were circulated to member library directors on June 15th, and the committee will review the applications in advance of the September SALS Board meeting.
- c. Bylaws (R. Wise, chair): No report.
- d. Central Library (D. Nemer, chair): No report.
- e. County Aid Coordinators (Seifts, Connell, Odess, Cowin): No report.
- f. Library Services (C. Kuhr, chair): No report.
- g. *Personnel (L. Borden, chair): No report.
- h. Trustee Nominating (E. Cowin, chair): No report.

9. **Unfinished Business**: None

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. Wise moved, seconded by Ms. Shapiro. 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. Ms. Connell moved, seconded by Ms. Nemer. 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. Mr. Odess moved, seconded by Ms. Kuhr. Ayes: All; Nays: None. Motion carried.
- iv) Authorize borrowing via credit cards by the President, Vice-President, Treasurer, or Secretary.
Ms. Shapiro moved, seconded by Ms. Seifts. Ayes: All; Nays: None. Motion carried.

b. **Approve member library variances:*

Dianne Winter discussed the variances. Ms. Nemer moved, seconded by Ms. Cowin. Ayes: All; Nays: None. Motion carried.

c. *Set dates for Finance and Personnel committee meetings:*

Members of the Personnel Committee and the Audit and Finance Committee have set a tentative date to meet on August 18, 2020.

11. **Director's Council Report:** No report

Announcements: No report.

Mr. Odess moved, seconded by Mr. Wise, to adjourn the meeting. Adjourned 2:05 pm.

Respectfully submitted,

Cindy Mirra
Recording Secretary