

# SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **June 16, 2009** at 1 p.m.  
at the System Service Center

## MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, June 16, 2009 at the System Service Center and brought to order at 1:10 p.m. with President Arnold Elman presiding.

Present were: Mmes. Gold, Helms, Nemer, and Smith, and Mssrs. DeFonce, Elman, Jeffords, and Mosher. Also present were: Sara Dallas, Director at SALS, Marie Ellsworth, Director at Caldwell-Lake George Library, Alex Gutelius, Director at Clifton Park-Halfmoon Public Library, and Jill Martz, Administration & Finance Manager at SALS.

Absent with prior notice were: Misses Hoover and Payne, and Mssrs. Mays and Pepper.

Dr. Elman asked that the meeting start with the Director's Report as a quorum was not present.

### 1. **Director's Report:**

- A. Budget: The State Library is waiting approval of the 2009-2010 library aid estimates by external control agencies.

Mrs. Dallas has verbal confirmation that SALS will receive \$1760 to pass through to Saratoga County libraries for youth programming and \$3,000 for Continuing Education from the Lake Placid Foundation.

SALS will apply for ARRA (Recovery Act) funds as soon as the application is released at the end of June. Funds will help purchase new servers for the JA Project.

- B. Roof: Installation of the new roof is underway. Last week, the stones were removed by a vacuum. Some rotten wood was found and will have to be replaced; there was some flooding in the building due to the work being done on the roof. Copper flashing taken from the roof will be sold; new flashing will be dark bronze-colored aluminum.
- C. Delivery: The delivery service with the new carrier (ALDS) started yesterday. There are three routes. ALDS staff will sort at SALS. Mrs. Dallas and representatives from ALDS went to Velocity to pick up all items. Unfortunately, not all of the crates/bins were returned. There are still some outstanding lost and damaged claims. SALS has paid the libraries for lost and damaged items, and expects to be reimbursed by Velocity. Member libraries should not have to suffer financially. Velocity did allow SALS to break the contract earlier than the 60 days required. Cindy Mirra and Bill Rougier have provided outstanding help in the transition.

(A quorum was reached at 1:22 p.m.)

Marie Ellsworth, Director at Caldwell-Lake George Library, commended Mrs. Dallas and Cindy Mirra for all of their hard work on the delivery issues. She was very impressed with the new service. The driver introduced himself, asked if he should park in a particular area and

where the preferred pick-up/drop off area was in the library. The truck was clean inside and out. There were no sorting mistakes.

Alex Gutelius, Director at Clifton Park-Halfmoon Public Library, said that the driver apologized for being five minutes late.

D. Joint Automation Report

- i) New JA ID Policy: The Joint Automation Council has passed a new ID policy; that must also be approved by SALS and MVLS Boards. Mr. Jeffords moved, seconded by Mrs. Helms, that SALS approve the new JA ID policy. Motion carried.
- ii) JA Budget Amendments: The JA budget amendments were discussed.
- iii) Other: Michele and the JA staff are investigating “Cassie,” a time-out tool for patrons using PACs in the library. It appears to be easier and less expensive than Cybrarian.

There will be another Polaris upgrade in November, version 3.5.

- E. Other: First Read Run 5K race was held in Saratoga. It was well attended and raised money for NE New York Literacy. Jennifer Ferriss handed out water, Summer Reading program flyers and took pictures.

Dr. Elman asked about the number of Public Special Legislative District libraries. There are three Public Special Legislative District libraries in the SALS region.

Library partners and NENY Literacy mutually decided not to apply for literacy funds this year.

Work on the Round Lake Library-Malta Branch is progressing. Computers have been purchased. The branch is expected to open the end of August or early September.

- 2. **Election of Officers for 2009-2011, Committee assignments**: Dr. Elman presented the following slate of officers for 2009-2010: President, Arnold Elman, Vice President, Joyce Smith, Secretary, Julia Helms, and Treasurer, Bob Jeffords. Mr. Moser moved, seconded by Mrs. Gold, that the slate of officers be elected as presented. Dr. Elman asked if there were any 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. The Committee Assignments were handed out. Anyone wishing to serve on a different or additional committee was asked to contact Dr. Elman.
- 3. **Approval of Board Meeting Minutes of April 21, 2009 and the Annual Meeting, May 18, 2009**: Mrs. Helms moved, seconded by Mrs. Smith that the minutes of the April 21, 2009 and the Annual Meeting May 18, 2009 be approved as distributed. Motion carried.
- 4. **Treasurer’s Report and Monthly Budget Reports for April and May; warrants**: Mr. Jeffords asked if there were questions on the Treasurer’s and Monthly Budget Reports for April and May. Hearing none, Mr. Jeffords moved, seconded by Mr. DeFonce, that receipt of the April and May Treasurer’s and Monthly Budget Reports be acknowledged, and that they be filed for audit. Motion carried. Warrants 2009-8 through 2009-14, A09-6 through A09-9, and TA09-8 through TA09-11 were available for Board perusal. (Copy attached to Official Minutes.)
- 5. **Committee Reports**:
  - A. Audit & Finance:
  - B. Building:

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

6. **Unfinished Business:**

A. Approval of JA Budget Amendments:

- i) Transfer \$44 from Supplies (new total: \$3,456) to Generator new (total \$690)
- ii) To Increase the 2009 budget from fund balance by \$38,000
- iii) Equipment Increase                 \$24,141 (new total \$79,141)
- iv) Software Maintenance increase \$5,459 (new total \$82,459)
- v) ChiliFresh Licensing increase \$8,400 (new total \$8,400)

Mr. Jeffords moved to approve the JA budget amendments as presented. Mrs. Smith seconded the motion. Motion carried.

7. **New Business:**

A. Appointment of Treasurer and 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, or Treasurer. Mrs. Gold moved, seconded by Mrs. Helms, that Saratoga National Bank and Trust Company be named 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 elected Treasurer earlier in the meeting.
- ii) 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. Mrs. Smith moved, seconded by Mr. Mosher, that Adirondack Trust be named 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) 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. Mrs. Gold moved, seconded by Mr. Mosher, that Adirondack Trust be designated 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) Authorize borrowing via credit cards by the President, Vice-President, or Treasurer: Mrs. Helms moved, seconded by Mr. Mosher, 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: Mr. Jeffords indicated he would be willing to continue to serve as SALS representative on the JA Council. Mrs. Smith moved, seconded by Mr. Mosher, that Mr. Jeffords be appointed as SALS representative to the JA Council. Motion carried.

C. Approve 2009-2010 NYS Budget Application: The 2009-2010 NYS Budget application was discussed. Mr. Jeffords moved, seconded by Mrs. Gold, to approve submission of this budget application based on the information we have at the present time. Motion carried.

D. SALS Budget amendment:

i) Increase Income and Expense \$17,649 due to the appropriation of the Gates Grant: Mr. Jeffords moved, seconded by Mrs. Smith, to increase SALS 2009 Budget Income and Expense lines by \$17,649 due to the appropriation of the Gates Grant. Motion carried.

E. Annual Meeting---location for 2010 (52<sup>nd</sup>) Annual Meeting: Dr. Elman gratefully acknowledged the assistance of Christine McDonald, her staff, and the Friends Group for providing tours and hospitality at the Crandall Public Library prior to the Annual Meeting. Discussion was held regarding the SALS Annual Meeting. By Board consensus, no action will be taken to change the current Annual Meeting practice. Suggestions for locations for next year's Annual Meeting will be available for the September 15<sup>th</sup> meeting.

8. Director's Council Report: Marie Ellsworth, Directors' Council liaison to SALS, presented her report. At the last meeting, librarians discussed incorporating local history into summer programming, with historic marker treasure hunts, living history get-togethers, scavenger hunts, library anniversaries, and partnering with local museums or historical societies. Directors are also enthusiastic about continuing to visit libraries for Directors' Council meetings, and would like to have fundraising as a topic at the Friends Groups get together in October. Ms. Ellsworth was asked to explain ChiliFresh. She explained that it is a way for patrons to review library books in the PAC.

9. Introduction of newly elected board members Dr. Elman introduced himself as the re-elected trustee representing Saratoga County and Ms. Dale Nemer the newly elected trustee representing Warren County to complete Dick Merrill's term. Oaths of Office will be signed after the meeting.

10. Announcements: SALS next Board meeting will be September 15<sup>th</sup>.

Dr. Elman declared the meeting adjourned at 1:59 p.m.

Respectfully submitted,

Nancy L. Bowen  
Recording Secretary