

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS (Southern Adirondack Library System) Board Meeting □

June 17, 2025 at 1 p.m.

at the SALS Service Center and Virtually via Zoom

Minutes

The regular meeting of the Southern Adirondack Library System was held June 17, 2025, at the System Service Center, and brought to order at 1:00 p.m. with President Carol Kuhr presiding.

Present in-person were: Mmes. Beck, Crocker, DeVries, Goodman, Kuhr, Lindner, Partello, Shapiro, Warnock; and Messr. Hornstein, and Shaginaw. Also present were: Sara Dallas, SALS Director; Bob Jeffords, SALS Treasurer; Pamela DelSignore, SALS Finance & Administration Manager. Present via Zoom was Jill Ryder, SALS Assistant Director & Collection Management Consultant; Jack Scott, SALS Outreach and Technology Consultant.

1. Announcements:

A. Staff and Board Introductions

2. Public Comment: None.

3. UHY, LLP – Presentation of SALS 2024 Independent Auditor's Report: Dan Hamilton and Eric Hennessey of UHY, LLC assigned to The Engagement, presented the 2024 Auditor's Report to the board via Zoom. Mr. Shaginaw asked if there would be any reason SALS could be pushed to accrual accounting. Mr. Jeffords responded, not unless a government agency required the organization to do so.

4. *Committee Assignments 2025-2026: Ms. Kuhr asked if there were any comments or corrections regarding the new committee assignments. Having none, Ms. Kuhr asked for a motion to approve the committee assignments. Mr. Hornstein moved, Seconded by Ms. Shapiro. Ayes: All; Nays: None; Abstentions: None. Motion approved.

5. Approval of the Amended Slate of Officers for 2024-2026: Ms. Kuhr announced that Ms. Shapiro has agreed to serve as the Vice President. Ms. Kuhr asked for a motion to approve the amended slate of officers for 2024-2026. Mr. Shaginaw moved, Seconded by Ms. Lindner. Ayes: All; Nays: None; Abstentions: None. Motion approved.

6. Approval of Board Meeting Minutes from April 15, 2025: Ms. Kuhr asked if there were any comments or corrections to the minutes of the April 15, 2025, meeting. Having none, Ms. Kuhr asked for a motion to accept the minutes of the April 15, 2025 meeting. Ms. Goodman moved, Seconded by Ms. Crocker. Ayes: All; Nays: None; Abstentions: Mr. Hornstein. Motion approved.

7. Approval of Board Meeting Minutes from May 19, 2025: Ms. Kuhr asked if there were any comments or corrections to the minutes of the May 19, 2025, meeting. Having none, Ms. Kuhr asked for a motion to accept the minutes of the May 19, 2025 meeting. Ms. Shapiro moved, Seconded by Ms. Partello. Ayes: All; Nays: None; Abstentions: Ms. Beck and Ms. Crocker. Motion approved.

8. Treasurer's Report and Monthly Budget Reports for April:
Treasurer's Report and Monthly Budget Reports for May:
Warrants 2025-9 through 2025-12 and TA25-7 through TA25-9:
Warrants 2025-13 through 2025-14 and TA25-10 through TA25-11:

Mr. Jeffords reviewed the April and May Treasurer's reports. Ms. Kuhr asked if there were any questions on the reports. Having none, the April and May reports were acknowledged and filed for audit. (Copy attached to the Official Minutes.)

9. *Approval to sign the UHY, LLC Management Representation letter: Ms. Kuhr asked for a motion to approve signing of the UHY, LLC Management Representation letter. Mr. Shaginaw moved, Seconded by Mr. Hornstein. Ayes: All; Nays: None; Abstentions: None. Motion approved.

10. Director's Report: (see attached)

Mrs. Dallas' report included the following:

- Mrs. Dallas reported that The State passed a small increase for State Aid for the System and Construction Aid at the same amount as last year, but with a note that it could be scaled back based on Federal cuts that could impact the State budget.
- The Federal Budget bill has not been passed by Congress and the Institute of Museum and Library Services is not in the Federal Budget.
- Mrs. Dallas has been visiting libraries and asked them to advocate by reaching out to their congressperson and local supervisors.
- The System Services Support Coordinator position has been filled. They will begin on June 30th.
- Contracts for Clarivate and Unique have been signed.
- Michele Largeau, Eric Trahan, the SALS attorney, Ms. Dallas will meet next week to review the agreement between SALS, MVLS, and the Member Libraries.
- Mrs. Dallas noted that August 21st, 2025 will be her last day. She expressed what an honor it has been to have worked with the Board, the staff, the member libraries, and the member library trustees.
- The next JA Council meeting will be on July 9, 2025 at 9:30am

11. Committee Reports:

- A. Audit & Finance (T. Shaginaw, chair): None. The committee will be meeting over the summer.
- B. Building (S. Beck, chair): None. The committee will be meeting before the September board meeting.
- C. Bylaws Committee (L. Goodman chair): None.
- D. Central Library Aid and Services (M. Shapiro, chair): None.
- E. County Aid Coordinators (Hornstein, Crocker, Beck, Goodman): None.
- F. Library Services (P. Partello, chair): None.
- G. Personnel (J. Hornstein, chair): None. The committee will be meeting over the summer.

- H. Trustee Nominating: (J. Lindner, chair): None, but there is one vacant seat and the board would prefer a member from Hamilton County if possible.

12. Unfinished Business:

- A. Director Search Committee - Ms. Kuhr asked the board to sign and hand in the Confidentiality Agreement. Ms. Shapiro updated the board on the process and progress for getting to the three finalists. On a separate issue, Ms. Kuhr also asked the board members to sign the provided Conflict of Interest statements.

13. New Business:

- A. *Approve Tom Shaginaw, SALS Board Representative, JA Council. Ms. Beck motioned, seconded by Ms. Crocker to appoint Mr. Shaginaw to the JA Council. Ayes, all. Nays, none. Abstentions, none. Motion approved.
- B. *Approve JA Policies:
- i) JA Policies: Identification Information in Patron Registration Policy, Network Connections Policy, Security Policy Addendum, Security Policy Description, Security Policy FAQ, Access to Polaris Policy, and Workstation Purchase and Support Policy. Ms. Crocker motioned; Ms. Shapiro seconded to approve the aforementioned JA policies. Ayes, all. Nays, none. Abstentions, none. Motion approved.
 - ii) Mr. Shaginaw motioned; Ms. Beck seconded to approve the Multifactor Authentication Policy. Ayes, all. Nays, none. Abstentions, none. Motion approved.
- *Approve 2025 JA Budget Amendments: Mr. Shaginaw motioned; Ms. Beck seconded to approve the 2025 JA Budget Amendments. Ayes, all. Nays, none. Abstentions, none. Motion approved.
- C. *Approve Placement of bank accounts:
- i) Name Arrow Bank as depository of funds to be withdrawn with the signature of one of the following: President, Vice-President, Treasurer, or Secretary.
 - 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.
 - iii) Designate Adirondack Trust as depository for FSA withholdings, which are to be withdrawn by the President, Vice-President, Treasurer, Secretary or an authorized FSA representative. Mr. Hornstein motioned; Ms. Shapiro seconded to approve placement of the above bank accounts above (i, ii, iii). Ayes, all. Nays, none. Abstentions, none. Motion approved.
 - iv) Authorize borrowing via credit cards by the President, Vice-President, Treasurer, or Secretary. Ms. Partello motioned; Ms. Lindner seconded to authorize borrowing via credit cards by the President, Vice-President, Treasurer, or Secretary. Ayes, all. Nays, none. Abstentions, none. Motion approved.
- D. Approve site for 2026 Annual Dinner Meeting and placing deposit. A suggestion was put forth to hold it at the Queensbury in Glens Falls.
- E. *Set dates for Personnel, and Audit and Finance committee meetings: A date of Tuesday July 22nd at 10:00am for the Personnel committee and July 22nd at 11:00am for the Audit and Finance Committee.
- F. *Approve the following continuing education and potential travel for SALS staff:
Pamela DelSignore: Camp Finance, Bolton Landing, 10/8-10/9/2025
NYS Comptroller – Intro to Governmental Accounting, 11/19-11/20/2025

NYS Comptroller – Accounting Principles and Procedures 12/10-12/11/2025

Ms. Shapiro motioned; Ms. Lindner seconded to approve continue education and potential travel for Pamela DelSignore. Ayes, all. Nays, none. Abstentions, none. Motion approved.

- G. *Designate The Post Star as official newspaper: Mr. Hornstein motioned; Ms. Goodman seconded to approve continued use of the Post Star. Ayes, all. Nays, none. Abstentions, none. Motion approved.

14. Director's Council Report: None

- 15. Announcements:** Carol and Pamela are working to get the Trustee's New York Library Association memberships renewed. And SALS just renewed their American Library Association membership. Membership information will be disbursed to the trustees.

Next SALS Board Meeting: **September 16th, 2025**, at 1:00p.m. at the Southern Adirondack Library System's Service Center.

The meeting adjourned at 2:05 p.m.

Respectfully Submitted,
Pamela DelSignore – Finance and Administration Manager

* Items so marked are action items