

# SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **June 17, 2014** at 1 p.m.  
at the System Service Center

## MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, June 17, 2014 at the System Service Center and brought to order at 1:00 p.m. with Vice President Jordan Hornstein presiding.

Present were: Mmes. Debus, Hoover, McComb, Nemer, and Payne and Mssrs. Hornstein, Mays, Mezzano, Odess, and Wise. Also present were: Sara Dallas, Director at SALS, Bob Jeffords, SALS Treasurer, Kathy Naftaly, Director at Crandall Public Library in Glens Falls, Jill Martz, Administration & Finance Manager at SALS, Jill Ryder, General Librarian & Outreach Coordinator at SALS.

Absent with prior notice were: Mssrs. Mosher and Plantier.

1. **Introduction of Newly Elected Board Member:** (Russell Wise---Saratoga County):
2. **Officers for 2014-2016; Committee Assignments:** Ms. Debus moved, seconded by Ms. Hoover, to nominate the following slate of officers for 2014—2016: President, Frank Mezzano, Vice President, Jordan Hornstein, Secretary, Paul Mays. Mr. Hornstein 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. Mrs. Dallas asked the new officers and trustees to remain after the meeting to sign paperwork. Ms. Debus moved, seconded by Mrs. Nemer, to accept the Committee assignments as distributed. Motion carried. Committee assignments were in Board folders; anyone wishing to serve on a different or additional committee was asked to contact Mr. Mezzano. (Copy of the Committee Assignments attached to the Official Minutes).
3. **Approval of Board Meeting Minutes of April 15, 2014 and the Annual Meeting, May 19, 2014:** Mr. Mezzano asked if there were any additions, corrections, or deletions to the minutes of the April 15, 2014 Board meeting. Mr. Odess moved, seconded by Mrs. Nemer, to approve the minutes of the April 15, 2014 SALS Board meeting as distributed. Motion carried. Mr. Mezzano asked if there were any additions, corrections or deletions to the minutes of SALS Annual Meeting May 19, 2014. Mr. Odess moved, seconded by Mrs. Nemer, to approve the minutes of SALS Annual Meeting May 19, 2014 as distributed. Motion carried with Ms. Debus abstaining.
4. **Treasurer's Report and Monthly Budget Reports for April and May; warrants:** Mr. Jeffords reviewed the April and May Treasurer's and Monthly Budget Reports. Mr. Hornstein moved, seconded by Ms. Hoover, that receipt of these reports be acknowledged and that they be filed for audit. Motion carried. Mr. Mays moved, seconded by Ms. Debus, a 2014 budget amendment to increase the County Aid Income and Expense by \$10,000 each to reflect the increased amount of Warren County Aid received. Motion carried. Warrants 2014-9 through 2014-16 and TA14-7 through TA14-11 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 Meeting packets*):
  - A. **Joint Automation Report:** Tim McDonough, Director at the Waterford Public Library, is Chair of the JA Innovation Committee. This committee will identify emerging technologies both

within the Polaris automation system and in other library-relevant technologies; and will recommend further study by the JA staff and Council.

In an effort to communicate better regarding JA business, the minutes of JA meeting will be sent out with the Board Meeting packets.

- B. Other: Mrs. Dallas received good reviews regarding the SALS Annual Dinner venue, mixed reviews on the food and the speaker. Thirty out of thirty-four libraries were represented.

Almost 200 people attended the Annual Meeting. Mrs. Dallas would like to ask Mike Nepl, General Counsel & Director of Government Relations and Advocacy at New York Library Association to be the speaker at the 2015 Annual Meeting. He would do a trivia program.

The Construction Grants have been approved; checks should be arriving in six to eight weeks. Mr. Mezzano suggested sending a letter to Senator Farley and others explaining the problems the delay in receiving the checks cause.

The information on the next round of Construction Grants has gone out. The SALS allotment is \$394,000. The Building Committee should schedule a meeting to review the 25%/75% match and construction guidelines.

No news on the State Aid; it has not been received as yet.

The 2015 SALS Budget will be developed using SALS Use, Value, and Satisfaction Survey. There have been about 100 responses; the deadline is June 20<sup>th</sup>.

6. **Committee Reports:**

- A. Audit & Finance: no report, but will be a meet over the summer.
- B. Building: Mr. Mays reported that an engineer had come to SALS to evaluate a backup for the air conditioner in the Computer Room. There will be a meeting of the Building Committee over the summer.
- C. Bylaws Committee: Ms. Debus will review the Bylaws with Mrs. Dallas.
- D. Central Library Aid and Services: no report
- E. County Aid Coordinators: Mr. Mezzano (Hamilton County Coordinator) reported that the Hamilton County budget meeting would be in August.
- F. Library Services: no report
- G. Personnel: The Personnel Committee will meet in July to review a possible salary increase and some personnel recommendations.
- H. Trustee Nominating: no report

7. **Unfinished Business**: none

8. **New Business**:

- A. Placement of bank accounts:
  - i) Ms. Payne moved, seconded by Ms. Debus, 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.
  - ii) Mrs. Mc Comb moved, seconded by Mr. Wise, 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) Ms. Debus moved, seconded by Mr. Hornstein to designate Adirondack Trust as depository for AFLAC withholdings which are to be withdrawn by the Treasurer, or President, of Vice-President, or an authorized AFLAC representative. Motion carried.
- iv) Ms. Hoover moved, seconded by Mr. Hornstein to authorize borrowing via credit cards by the President, Vice-President, or Treasurer with the current limits. Motion carried.

B. Annual Meeting---location for 2015 (57th) Annual Meeting: Mrs. Nemer and Ms. Payne will work with Mrs. Dallas and Mrs. Martz on a location for the 2015 Annual Meeting. It will be held in Warren County. The Save-the-Date postcards, Roll Call, Door Prizes and Awards will continue.

C. Approve JA Council Agreement Proposed Amendment: Mr. Mays moved, seconded by Mrs. Nemer, to approve the JA Agreement as amended. Motion carried. (*Copy attached to the Official Minutes*).

- 9. **Director's Council Report:** Michol Tuttle, Director at Galway Public Library, is the Chair of the Director's Council. The next meeting will be June 18<sup>th</sup> at SALS. They are discussing social media and how it affects library use.
- 10. **Announcements:** Nancy Bowen, SALS Secretary/Receptionist will be retiring effective July 31<sup>st</sup>. Mrs. Bowen has been with SALS 22 years, 16 as Secretary/Receptionist.

Ms. Payne moved, seconded by Mrs. Nemer to adjourn the meeting. Motion carried. Meeting adjourned at 1:44 p.m.

Respectfully submitted,

Nancy L. Bowen  
Recording Secretary