

SOUTHERN ADIRONDACK LIBRARY SYSTEM
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SALS Board Meeting • **June 18, 2019**, at 12:57 p.m.
at SALS Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held Tuesday, June 18, 2019, at the System Service Center and brought to order at 12:57 p.m. with President Jordan Hornstein presiding.

Present were: Mmes. Connell, Cowin, Lindner, Kuhr, Borden and McComb, and Messrs. Hornstein, Plantier, 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; Dianne Winter, SALS Finance & Administration Manager, Mr. Diggin and Mrs. Kirkpatrick from UHY LLP C.P.A.

Absent with prior notice were: Mme. Seifts and Nemer.

1. **Public Comment**: None
2. **UHY LLP C.P.A. – Presented SALS 2018 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 \$2,461,413 in cash at the end of 2018. 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.

3. **Introduction of Re-Elected Board Member**: (Russell Wise, Saratoga County)
4. **Officers 2019-2021; 2019-2020 Committee Assignments** (enclosure):

Mr. Hornstein advised that a motion was not necessary to approve the Slate of Officers for 2019-2021 or the Committee Assignments for 2019—2020 as there were no changes. Committee assignments for 2019-2020 were in the Board folders; 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 16, 2019, and the Annual Meeting, May 20, 2019** (enclosure):

Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the April 16, 2019 Board meeting. Ms. Cowin moved, seconded by Mr. Odess, to approve the April 16, 2019 minutes of the SALS Board meeting as distributed. Motion carried. Mr. Hornstein asked if there were any additions, corrections or deletions to the minutes of SALS Annual Meeting May

20, 2019. Ms. Borden moved, seconded by Ms. Kuhr, to approve the May 20, 2019 SALS Annual Meeting Minutes, as distributed.

6. **Treasurer’s Report and Monthly Budget Reports for April and May 2019 (attached); warrants:**

Mr. Jeffords reviewed the April and May 2019 Treasurer’s and Monthly Budget Reports. Mr. Wise moved, seconded by Ms. Lindner, that receipt of the April and May reports be acknowledged and filed for audit. Motion carried. Warrants 2019-9 through 2019-14 and TA19-8 through TA19-11 were available for Board perusal. (*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 explained why neighbors have posted numerous signs on their properties. The Presbyterian-New England Congregational Church proposed a tentative plan to convert its Nolan House into a permanent Code Blue winter homeless shelter. Home owners expressed their concerns and criticisms due to current issues with the homeless who gather on the church property.

Mrs. Dallas reported that the new courier service (Arnoff) began June 3, 2019. Items are moving more quickly, vans are new, drivers are trained, and SALS receives a detailed weekly statistics report from the vendor. Mrs. Dallas thanked Cindy Mirra who worked closely with the new vendor to make the transition as smooth as possible.

Mrs. Dallas shared that SALS is still working with the prior vendor (ALDS). The exchange of items between SALS and MVLS will be done at the Clifton Park-Halfmoon Public Library. The MVLS materials will be delivered by ALDS. There are approximately 150 totes (3,000 items) exchanged daily between SALS and MVLS. SALS pays for three deliveries a week and MVLS pays for two.

All of the SALS member libraries Annual Reports have been approved by the Division of Library Development. Mrs. Dallas thanked Dianne Winter for her fine work.

SALS has completed all of the necessary paperwork to receive 2019 State Aid.

Mrs. Dallas announced that Lauren Moore will be the new State Librarian. Currently, she is Director of the Pioneer Library System and will begin her new position August 1st, 2019.

The New York State Aid for Library Construction Program portal has opened. Member libraries will need to submit completed applications by the end of August. There is still no word regarding the release of funds for last year’s construction applications.

Mrs. Dallas reported that she has begun her Library Board Meeting visits. She is trying to visit with each library sharing information about the Census, meeting the new minimum standards and giving updates on SALS and JA services.

Mrs. Dallas had many positive comments made to her about the Annual Dinner. The speaker John Thorn was a success as well as the food. SALS is beginning to plan for next year looking for a location in Saratoga Springs.

SALS services evaluation survey is now closed. People were reporting great dissatisfaction with the former courier service but Mrs. Dallas was pleased to report that has been rectified. SALS will have the results analyzed before preparing the 2020 budget. SALS will use the results to plan

Continuing Education for the following year. SALS staff and the Board will now need to begin thinking about the next SALS Plan of Service that must be completed by the end of 2020 to be used in 2021.

Mrs. Dallas was pleased to report that she has been elected to the following Boards.

- a. Board of Trustees of the Albany Public Library
- b. Board of the Capital District Library Council
- c. Board of the Freedom to Read Foundation
- d. Board of the Merritt Fund Foundation

Mrs. Dallas announced that SALS has been accepted as a Corporate Member of the Saratoga Springs Rotary Club.

Joint Automation Report: Mr. Wise reported that a JA meeting was held at SALS on May 29th. Fee structure was discussed.

Fines and notices were looked at as many libraries are going fine free.

Patron addresses and Quipu were discussed.

JA, SALS and MVLS staff are beginning to look at the JA security policy and the integration of 3rd party vendors and patron privacy.

Mr. Wise reported that the JA Polaris database which is currently housed at SALS will be moving to a hosted environment. They discussed the pros and cons.

- 1. Less expensive than maintaining servers at SALS.
- 2. Provides a higher level of redundancy and backup that is currently beyond our abilities and finances.
- 3. Higher level of security against hacking and threats to the data.
- 4. Will allow JA staff to better use its resources, especially the staff.
- 5. JA staff is working with the tech staff at Clifton Park-Halfmoon, Crandall and Saratoga Springs Libraries to develop the best solution for each.
- 6. Other libraries will be a seamless transition.

Mr. Wise noted that a motion will need to be made later in the meeting under New Business.

Other: None.

8. Committee Reports:

- a. Audit & Finance (R.Wise, chair): No report.
- b. Building (C. Connell, chair): Ms. Connell reported that the SALS building roof leak has been repaired. TBS (Technical Building Services) will be repairing some lines that have leaked Glycol. The garage doors and locks have been reprogrammed after change in delivery vendors and the delivery vans are now stored at SALS inside the garages.
- c. Bylaws (R. Wise, chair): No report.
- d. Central Library (D. Nemer, chair): No report.
- e. County Aid Coordinators (Seifts, Connell, Odess, Plantier): No report.
- f. Library Services (C. Kuhr, chair): No report.
- g. *Personnel (L. Borden, chair): Ms. Borden presented the Town of Chester Public Library 2019 Continuing Education Challenge Grant Application and recommended approval later in the meeting under New Business.

h. Trustee Nominating (D. Nemer, 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.

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 AFLAC withholdings, which are to be withdrawn by the President, Vice-President, Treasurer, Secretary or an authorized AFLAC representative.

iv) Authorize borrowing via credit cards by the President, Vice-President, Treasurer, or Secretary.

Mr. Hornstein advised that one motion for all the bank accounts is all that's needed. Mrs. McComb moved, seconded by Ms. Connell, to authorize all the above. Motion carried.

b. *Approve staff conference attendance/travel:

i) PULISDO Conference for Erica Freudenberger, Jack Scott & Sara Dallas.

ii) NYLA Conference for Erica Freudenberger, Jack Scott, Jill Ryder & Sara Dallas.

iii) ALA Annual & Midwinter Early Bird registration for Erica Freudenberger and Sara Dallas. Mr. Wise moved, seconded by Ms. Cowin, to approve all staff for the conferences. Ayes: 9; Nays: 1. Motion carried.

c. *Variance for Fort Edward Free Library:(enclosure)

Mrs. Dallas discussed the variance. Ms. Cowin moved, seconded by Ms. Borden. Ayes: All; Nays: None. Motion carried.

d. *Approve Continuing Education Challenge Grant:

Ms. Borden moved to approve the Town of Chester Public Library Continuing Education Challenge Grant. Ayes: All; Nays: None. Motion carried.

e. Set dates for Finance and Personnel committee meetings:

Members of the Personnel Committee (10:30 am) and the Audit and Finance Committee (11 AM) will meet on August 7, 2019 at SALS.

f. *Motion to approve transitioning the JA Polaris database:

Mr. Wise made the motion to approve transitioning the JA Polaris database from a local server housed and maintained at SALS to a hosted solution provided through Innovative Interfaces and Amazon Web Services, seconded by Ms. Lindner. Ayes: All; Nays: None. Motion carried.

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

Announcements: Mr. Plantier noted that he had just met with the Post Star and on June 25, 2019 the Hadley-Luzerne Public Library will have a vote to become a School District Library.

Ms. Connell noted that Waterford Public Library had 65 votes out of a population of over 6,000.

Mr. Hornstein announced that he is directing and playing a role in the production of *Proof* with the Adirondack Lakes Center for the Arts. *Proof* will be performed in three locations. Woods Inn in Inlet, The Wild Center in Tupper Lake and The Adirondack Experience in Blue Mountain Lake all in the month of July.

Ms. McComb moved, seconded by Mr. Odess, to adjourn the meeting. Adjourned 2:08 pm.

Respectfully submitted,

Cindy Mirra
Recording Secretary