

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS (Southern Adirondack Library System) Board Meeting □
June 18, 2024 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 Tuesday, June 18, 2024, at the System Service Center and via Zoom, and brought to order at 12:59 p.m. with Vice President Janet Lindner presiding.

Present in-person were: Mmes. Beck, Borden, Connell, Cowin, Goodman, Kuhr, Lindner, and Shapiro; and Messr. Shaginaw. Also present were: Sara Dallas, SALS Executive Director, Bob Jeffords, SALS Treasurer; Michele Largeteau, Joint Automation Project Manager; Jack Scott, SALS Technology & Youth Services; Colleen Smith, SALS Finance & Administration Manager; and Pamela DelSignore, System Services Support Coordinator. Also present via Zoom were Dan Hamilton, CPA and Auditor for UHY LLC and Faith St. John, Director Argyle Free Library.

Absent with prior notice was: Mmes. Taylor and Vineyard

The meeting was recorded. <https://www.youtube.com/watch?v=mNt9yyjOLKU>

1. **Announcements:**

- Item 3. of the agenda will be moved to the first item on the agenda.
- Ms. Lindner welcomed to the board, re-elected trustee Elaine Cowin, Warren County and newly elected trustee Thomas Shaginaw, Saratoga County.
- Item C.c. should read FSA withholdings instead if AFLAC.

2. **Public Comment:** None.

3. UHY, LLP – Presentation of SALS 2023 Independent Auditor’s Report: Dan Hamilton of UHY LLC and Auditor Manager assigned to The Engagement, presented the Auditor’s Report to the board via Zoom.

4. *Approve revisions to User Account Policy, Wireless Network Policy, Security Policy, Revised Security Description, and Revised JA Security Policy Addendum: Michele Largeteau read over and explained the revisions to the JA policies. Ms. Beck moved, seconded by Ms. Borden to approve the JA policy revisions. Ayes: All; Nays: None; Abstentions: None. Motion Carried.

5. *2024-2025 Committee Assignments: Ms. Dallas noted that Mr. Shaginaw has agreed to chair the Audit and Finance Committee. Ms. Shapiro moved, seconded by Ms. Goodman and Ms. Cowin to approve the 2024-2025 Committee Assignments. Ayes: All; Nays: None; Abstentions: None. Motion Carried.

***Approval of the Slate of Officers 2024-2026:** Ms. Cowin moved, seconded by Ms. Borden to approve the 2024-2026 Slate of Officers as follows: President, Ms. Kuhr, Vice President, Ms. Connell, Treasurer, Mr. Jeffords, Secretary, Ms. Lindner. Ayes: All; Nays: None; Abstentions: one, Ms. Connell. Motion Carried.

6. *Approval of Board Meeting Minutes of April 16, 2024 and May 20, 2024:

Ms. Lindner asked if there were any additions, corrections or deletions to the minutes of the April 16, 2024, meeting. Having none, Ms. Shapiro moved, seconded by Ms. Connell to approve the April 16, 2024, minutes of the SALS Board meeting as distributed. Ayes: All; Nays: None; Abstentions: none. Motion carried.

Ms. Lindner asked if there were any additions, corrections or deletions to the minutes of the May 20, 2024, meeting. Having none, Ms. Borden moved, seconded by Ms. Cowin to approve the May 20, 2024, minutes of the SALS Board meeting as distributed. Ayes: All; Nays: None; Abstentions: None. Motion carried.

7. *Treasurer’s Report and Monthly Budget Reports for April and May: Warrants 2023-8 through 2023-10 and TA23-7 through TA23-8: Warrants 2023-11 through 2023-14 and TA23-9 through TA23-11:

Mr. Jeffords reviewed the April and May 2024 Treasurer’s and Monthly Budget Reports. The reports were noted as received for filing.

8. Director’s Report: The Director’s oral report was presented by Mrs. Dallas.

Mrs. Dallas reported on the following:

- We are beginning budget preparation. Two committees will need to meet in August.
 - Personnel – to determine salary increases.
 - Audit and Finance to review the draft budget.
- Construction aid application
 - SALS will be receiving approximately 1.2 million to distribute among the grant applications.
 - Completed applications are due to SALS at the end of August.
 - Building Committee will need to meet to recommend appropriate match numbers
 - SALS will also apply to replace the parking lot – Christine will speak about this later in the meeting.
- The work required to accommodate Schenectady County Public Library’s decision to leave the ILS continues to progress through the dedicated efforts of the JA Ad Hoc Committees and the Transitional Team meetings. We extend our special thanks to Clifton Park-Halfmoon Library Director Alex Gutelius, who is serving as the Chair of the JA Council this year. Updates and meeting minutes (as they become available) will be posted on the JA and SALS websites, ensuring transparency and open communication.
- Please stick around after the meeting. Pamela would like to take pictures to add to the new and improved statistical summary.
- Mrs. Dallas offered individual door codes for the trustees so that they could use the side door on meeting days.
- Finding people from Hamilton County willing to serve as trustees is proving to be a challenge. It has been recommended that SALS consider changing its charter to allow a range of trustees rather than 3 from each county. This will require a charter change and a change to the SALS bylaws. Later in the meeting, there will be an action item to begin this work.
- SALS has received quotes from The Saratoga National Golf Club and The Excelsior Springs Event Center for the 2025 Annual Meeting. SALS will be asking for permission to place a deposit at one of these venues to hold the May 19, 2024 date.

A. Other:

B. Joint Automation Report: Included in Director's Report (see attached).

9. Committee Reports:

- A. Audit & Finance (T. Shaginaw, chair): None, other than the JA ad hoc committee progress as previously mentioned in the Director's Report.
- B. Building (C. Connell, chair): Ms. Connell reported on parking lot progress and why SALS is now considering applying for the NYS Construction Aid.
- C. Bylaws Committee (L. Goodman chair): None.
- D. Central Library Aid and Services (M. Shapiro, chair): None.
- E. County Aid Coordinators (N. Vineyard, C. Connell, L. Goodman, E. Cowin): None.
- F. Library Services (E. Cowin, chair): None.
- G. Personnel (L. Borden, chair): None.
- H. Trustee Nominating: (E. Cowin, chair): None.

10. Unfinished Business:

- A. *Approve SALS to apply for State Aid for Construction to replace the existing parking lot: Ms. Beck moved, seconded by Ms. Borden to approve SALS to apply for State Aid for Construction to replace the existing parking lot. Ayes: All; Nays: None; Abstentions: None. Motion carried.

11. New Business:

- A. *To consider an amendment to SALS' charter to revise board membership and to revise the bylaws. Ms. Shapiro moved, seconded by Ms. Connell to give permission for SALS to begin the process of working on the charter to possibly change the board membership. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- B. *Approve Saratoga County site for 2025 Dinner Meeting and placing deposit. Ms. Borden moved, seconded by Ms. Beck to host the 2025 Annual Dinner Meeting at Saratoga National and to place the deposit. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- C. *Approve Placement of bank accounts:
 - a. 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. Ms. Beck moved, seconded by Ms. Cowin to approve naming 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. Ayes: All; Nays: None; Abstentions: None. Motion carried.
 - b. 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. Beck moved, seconded by Ms. Shapiro to approve naming The 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. Ayes: All; Nays: None; Abstentions: None. Motion carried.
 - c. 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. Ms. Goodman moved, seconded by Ms. Cowin to 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. Ayes: All; Nays: None; Abstentions: None. Motion carried.
 - d. Authorize borrowing via credit cards at Adirondack Trust Company or Saratoga National Bank and Trust Company by the President, Vice-President, Treasurer, or Secretary. Ms. Shapiro moved,

seconded by Ms. Cowin to authorize borrowing via credit cards at Adirondack Trust Company or Saratoga National Bank and Trust Company by the President, Vice-President, Treasurer, or Secretary.

Ayes: All; Nays: None; Abstentions: None. Motion carried.

D. Set dates for Personnel, and Audit and Finance committee meetings: Doodle Poll to be sent after the meeting to schedule August committee meetings.

E. *Approve the following potential travel for SALS staff:

Sara Dallas and Erica Freudenberger to attend:

- a. NYLA – November 6-9, 2024 Syracuse, NY
- b. Association of Rural and Small Libraries Conference – September 11-14, 2024 Springfield MA

Sara Dallas to attend:

- c. ALA Executive Director Search August 4-8, 2024; Chicago, IL
- d. Intellectual Freedom Summit September 16-18, 2024; Washington, DC
- e. ALA Executive Board Meeting October 16-20, 2024; Chicago, IL
- f. LLX (Lib, Learn, Exchange) January 22-Jan 27, 2025; Phoenix AZ
- g. ALA Executive Board Meeting April 24-27, 2025; Chicago, IL
- h. ALA Annual Conference – June 25- July 1, 2025; Philadelphia, PA
- i. Intellectual Freedom Summit – September 16-18, 2024; Washington, DC

Ms. Shapiro moved, seconded by Ms. Borden to approve potential future travel for Sara Dallas, Erica Freudenberger. Ayes: All; Nays: None; Abstentions: None. Motion carried.

F. *Designate The Post Star as official newspaper: Ms. Connell moved, seconded by Ms. Borden to designate The Post Star as the official newspaper. Ayes: All, Nays: None; Abstentions: None. Motion carried.

12. Director’s Council Report: No report.

Announcements:

- Next SALS Board Meeting: **September 17th, 2024**, at 1:00 p.m. at SALS Service Center and virtually on Zoom.

The meeting adjourned at 2:03 pm.

Respectfully Submitted,
Pamela DelSignore – System Services Support Coordinator

* Items so marked are action items