

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **June 18, 2013** at 1 p.m.
at the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, June 18, 2013 at the System Service Center and brought to order at 1:02 p.m. with President Arnold Elman presiding.

Present were: Mmes. Debus, Hoover, and McComb and Mssrs. Elman, Hornstein, Mays, Mezzano, Odess, and Plantier. Also present were: Sara Dallas, Director at SALS, Jennifer Ferriss, Automation Training & Support and Youth Services Consultant at SALS, Bob Jeffords, SALS Treasurer, Jill Martz, Administration & Finance Manager at SALS, and Jill Ryder, General Librarian & Outreach Coordinator at SALS.

Absent with prior notice were Mmes. Nemer and Payne and Mr. Mosher.

Dr. Elman welcomed Sandra Debus, newly elected representative from Saratoga County, and asked the Board to introduce themselves. Mrs. Dallas reviewed the SALS Board listings and committee appointments (Copy attached to the Official Minutes).

1. **Approval of Board Meeting Minutes of April 16, 2013 and the Annual Meeting, May 20, 2013:** Dr. Elman asked if there were any additions, corrections or deletions to the minutes of the April 16th SALS Board meeting. Hearing none, he declared the minutes approved as distributed. Dr. Elman noted that there was a revised draft of the Annual Meeting May 20, 2013 minutes in the Board folders. He asked if there were any changes, corrections, or deletions to the revised minutes of the Annual Meeting May 20, 2013. Hearing none, he declared the revised draft minutes approved as distributed.
2. **Treasurer's Report and Monthly Budget Reports for April and May; warrants:** Mr. Jeffords briefly reviewed the Treasurer's and Monthly Budget reports. Ms. Hoover moved, seconded by Mr. Hornstein, 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 2013-8 through 2013-14 and TA13-7 through TA13-11 were available for Board perusal. (*Copy attached to the Official Minutes*).
3. **Director's Report** (*in addition to the written report sent out with the Board Meeting Packets*):
 - A. **Joint Automation Report:** The JA staff met with a network consultant regarding the firewall. JA is also investigating alternative ways for library staff to connect to Polaris that will allow better security.

The Polaris 4.1 upgrade went very well. There are several outstanding tasks that need to be completed. JA is still receiving post-upgrade comments and questions.

Jennifer Ferriss provided Polaris 4.1 upgrade training at member libraries and in the new Training Center at SALS.

The June group order of PCs will be announced soon. The last group order PCs are being sent out to the member libraries.

JA has made an offer to a candidate to take Laura Baker's position; he will start July 1st.

- B. Other: Carson Block facilitated a meeting on JA services and fee structure. Library staff and board members are more aware of JA services. Mrs. Dallas notes that 17 out of 34 SALS libraries and three out of 14 MVLS libraries have weighed in on the JA and fee structure.

A disgruntled patron visited SALS to inquire why his library privileges were taken away. After some research, it was determined that he owed fines to Saratoga Springs Public Library. He met with Mrs. Dallas and Mrs. Martz. They were able to explain to him about individual libraries and library policies.

Round Lake Library has a new board.

The New York State budget was on time; however, SALS State Aid has not been received. Mrs. Dallas has been in contact with Library Development about the State Aid and Construction Grants.

Mrs. Dallas submitted an article to *Public Libraries*; it is under review.

SALS Use & Satisfaction Survey was made available for member library Directors, staff, and trustees. The survey results will be used to develop the 2014 budget.

The new air conditioning unit the Board approved was ordered, received and when installed, it was discovered to be the wrong unit. The incorrect unit was wired to provide air conditioning. The correct unit (heating and air conditioning) was reordered. The correct unit may be here in about five weeks.

Mrs. Dallas has been attending member library board meetings. Libraries are being used more electronically, and the level of library services at member libraries is impressive. The board of Richards Library in Warrensburg should be commended for the work on the building. The library now has computer space and a meeting room. Sue Jennings has been the driving force behind the renovations.

Mrs. Dallas asked the Board to consider purchasing "Collection HQ" for the membership. "Collection HQ" is a collection development tool that will help libraries use their resources in a cost effective manner. "Collection HQ" provides collection use data. The cost is \$23,500 per year plus a one-time set up fee of \$12,500. The final price will be made available before the September meeting.

4. **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:

5. Unfinished Business:

6. New Business:

A. Placement of bank accounts:

- i) Mr. Mezzano 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) Ms. Debus moved, seconded by Ms. Hoover, 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) 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. It was explained that this motion is no longer necessary.
- iv) Mrs. McComb moved, seconded by Mr. Hornstein, to authorize borrowing via credit cards by the President, Vice-President, or Treasurer. Motion carried.

B. Annual Meeting---location for 2014 (56th) Annual Meeting: The location for SALS 56th (2014) Annual Trustee Meeting was discussed. Mr. Odess will work with SALS staff to determine a location.

C. Meraki: Mrs. Dallas explained that the Meraki MX60W Commercial-grade router will enable libraries to measure how and when people are accessing the wireless networks in the libraries. It is a cloud based wireless solution that will help gather data and help control bandwidth use within the libraries. A great deal of attention to privacy issues was paid in choosing this router. It will show how the wireless network was accessed (iphone, etc.,) but not the specific person. Data from these routers can be used to show funders how libraries are being used. Mr. Mezzano moved, seconded by Mr. Hornstein, to increase budget income (to be drawn from the General Reserve) by \$65,000 and to increase budget expense by \$65,000 to purchase the Meraki MX60W member library commercial grade wireless router. This will include software licenses and five year support. Motion carried.

7. Director's Council Report:

8. Announcements:

The Personnel and Audit & Finance Committees will need to meet over the summer to work on the 2014 budget.

The Greenfield school budget passed which means \$40,000 for Easton Library.

Cheryl Gold called and thanked everyone for selecting her as one of the Trustees of the Year.

Meeting adjourned at 2:21 p.m.

Respectfully submitted,

Nancy L. Bowen
Recording Secretary