

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **June 19, 2012** at 1 p.m.
at the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, June 19, 2012 at the System Service Center and brought to order at 1:05 p.m. with President Arnold Elman presiding.

Present were: Mmes. Gold, Hoover, McComb, and Payne, and Mssrs. Elman, Mays, Mezzano, Mosher and Odess. Also present were: Sara Dallas, Director at SALS, Jennifer Ferriss, Automation Training & Support and Youth Services Consultant at SALS, Laura Fisher, Director at Mechanicville District Public Library, Christine McDonald, Director at Crandall Public Library, and Tim McDonough, Director at Waterford Public Library.

Absent with prior notice were: Mrs. Nemer and Mssrs. Hornstein and Plantier.

1. **Introduction of Newly Elected Board Members:** Dr. Elman asked everyone to introduce themselves and state what county they represent. Newly elected Board members Frank L. Mezzano (Hamilton County), Bob Odess (Washington County) and re-elected Cheryl Gold (Saratoga County).
2. **Election of Officers for 2012-2014; Committee assignments:** Mrs. Gold moved, seconded by Ms. Payne, to nominate the following slate of officers for 2012—2014: President, Arnold Elman, Vice President, Cheryl Gold, Secretary, Paul Mays. Dr. Elman 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. Dr. Elman asked the new officers and trustees to remain after the meeting to sign paperwork. Committee assignments were in Board folders; anyone wishing to serve on a different or additional committee was asked to contact Dr. Elman. (Copy of the Committee Assignments attached to the Official Minutes).
3. **Approval of Board Meeting Minutes of April 17, 2012 and the Annual Meeting, May 21, 2012:** Dr. Elman asked that the Board consider the minutes of the April 17, 2012 and the Annual Meeting (May 21) separately. Dr. Elman asked if there were any changes, corrections or additions to the minutes of the April 17, 2012 meeting. Hearing none, he declared the minutes approved as distributed. Dr. Elman asked if there were any changes, corrections, or additions to the minutes of the Annual Meeting, May 21, 2012. The Annual Meeting on May 21, 2012 had a record attendance. Discussion followed. The Annual Meeting is scheduled to be held in Washington County next year. Hearing no additions, corrections, or changes, he declared the minutes approved as distributed.
4. **Treasurer's Report and Monthly Budget Reports for April and May; warrants:** Mr. Jeffords reviewed the Treasurer's and Monthly Budget Reports in more detail for the benefit of the new trustees. Ms. Hoover moved, seconded by Mr. Mays, to acknowledge receipt of the April and May Treasurer's and Monthly Budget Reports, and that they be filed for audit. Motion carried. Warrants 2012-10 through 2012-15 and TA12-7 through TA12-11 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 Packets and attached to the Official Minutes):

A. **Joint Automation Report:**

The JA firewall has never had a security audit. The JA is investigating companies to perform the audit.

SALS contributes \$100,000 in-kind to the JA budget. JA services are the most valued and most used service by the membership.

Eric Trahan is the new Director at MVLS.

The JA Agreement between SALS and MVLS will be reviewed.

B. **Other:**

Jennifer Ferriss has been named to the 2014 PLA National Conference Program Committee.

Mrs. Dallas has been asked to Chair the Continuing Education Committee, and has been asked to run for President-elect of the NYLA Section, Public Libraries.

Jennifer Ferriss, Jill Ryder and Mrs. Dallas will be going to Utica in July to develop guidelines on the roll-out of the New York Library Trustees Online (NYLTO). It will go live in September. NYLTO is an LSTA Grant that SALS is doing with seven other library systems. Each system will contribute its LSTA grant allotment. SALS staff will work with its member library directors and trustees to encourage participation in the project.

The Senate has passed, and the Assembly will pass, three bills that will save libraries money by:

- Adding libraries to the list of publicly funded entities exempt from the MTA payroll tax
- Allowing public libraries and BOCES to contract for services
- Removing the current funding disincentive for library system mergers

CDLC is no longer providing delivery. Smooth delivery is necessary between SALS and MVLS libraries due to the shared catalog and automation system. Eric Trahan, the new MVLS Director, and Mrs. Dallas worked with ALDS to find a reasonable cost solution. It will cost SALS \$15 a day or approximately \$3,705 a year to move the library items between the systems

SALS Use and Satisfaction Survey was revamped to reflect current services. The final day to complete the survey is June 29th. Over 100 responses have been received to date. Survey results will help determine the budget priorities for 2013.

The Audit and Finance Committee as well as the Personnel Committee will need to meet in July to develop a draft 2013 SALS budget.

Construction grants: Mr. Mays will talk about the construction project later in the meeting. We anticipate eight or more projects from member libraries this year.

6. **Committee Reports:**

A. **Audit & Finance:** will be meeting in July

B. **Building:** Mr. Mays reviewed the SALS Construction Grant for the Training Center; the State allows three years to complete the project.

C. **Bylaws Committee:**

D. **Central Library Aid and Services:**

E. **County Aid Coordinators:**

F. **Library Services:**

G. **Personnel:** will be meeting in July

H. Trustee Nominating:

7. **Unfinished Business:**

A. Approve Definition of Need for the 75/25% Construction Match: Mrs. Dallas reviewed the 75/25% Construction Match Definition of Need. The Construction Grants process was also discussed. Several libraries are expected to submit Construction Grant applications this year. Mrs. Gold moved, seconded by Ms. Hoover, to approve the Definition of Need for the 75/25% Construction Match (Copy attached to the Official Minutes). Motion carried.

8. **New Business:**

A. Appointment of Treasurer:

i) Review Treasurer Proposal from Mr. Jeffords: The Treasurer proposal from Mr. Jeffords was reviewed and the Treasurer's duties were discussed. Mrs. McComb moved, seconded by all Board members present, to appoint Mr. Jeffords SALS Treasurer. Motion carried. Ms. Payne moved, seconded by Ms. Hoover, to hire Mr. Jeffords as a consultant at \$420 per month plus expenses with a cap of \$6,000 per year. Motion carried.

B. 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, or Treasurer: Mrs. Gold moved, seconded by Mr. Mosher, 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) 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: Mr. May moved, seconded by Ms. Payne, 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, or Vice-President, or an authorized AFLAC representative: Ms. Payne moved, seconded by Mrs. Gold, to designate Adirondack Trust as depository for AFLAC withholdings which are to be withdrawn by the Treasurer, or President, or Vice-President, or an authorized AFLAC representative. Motion carried.

iv) Authorize borrowing via credit cards by the President, Vice-President, or Treasurer: Ms. Hoover moved, seconded by Mr. Mosher, to authorize borrowing via credit cards by the President, Vice-President, or Treasurer. Motion carried.

C. Approve SALS NYS 2012-2013 Budget: Ms. Payne moved, seconded by Mrs. Gold, to approve SALS NYS 2012-2013 Budget. Motion carried.

D. Appointment of Paul Mays as SALS Representative to JA Council: Ms. Payne moved, seconded by Ms. Hoover, to appoint Paul Mays as SALS Board Representative to the JA Council. Motion carried. Mr. Mays abstained.

E. Approve Kathy Naftaly for a second term on the JA Council (term to expire 2014): Mr. Mosher moved, seconded by Ms. Payne, to approve the appointment of Kathy Naftaly for a second term on the JA Council. Motion carried.

F. Annual Meeting---location for 2013 (55th) Annual Meeting: The location for SALS 2013 Annual Meeting was discussed. It was suggested the meeting be held in Warren County. The Lac du Sacrement boat in Lake George, Great Escape Lodge and the Georgian were suggested as possible locations. Places, availability and pricing will be investigated.

9. **Director's Council Report:**

10. **Announcements:**

Jeremy Johannesen has been elected Executive Director of NYLA.

Bernie Margolis, New York State Librarian has returned to work after an illness.

Ms. McDonald is working with Pulisdo re: Central Library issues and funding.

Mr. Mays invited everyone to the Grand Opening of the Cairo Public Library, Saturday, June 30th at 10 a.m.

Meeting adjourned at 2:07 p.m.

Respectfully submitted,

Nancy L. Bowen
Recording Secretary