

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS (Southern Adirondack Library System) Board Meeting □
June 20, 2023 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 20, 2023, at the System Service Center and via Zoom, and brought to order at 1:03 p.m. with President Russell Wise presiding.

Present in-person were: Mmes. Beck, Connell, Cowin, Goodman, Kuhr, Lindner, and Shapiro; and Messr. Wise. Present virtually via Zoom were: Mmes. Taylor and Messr. Hornstein. Also present were: Sara Dallas, SALS Executive Director, Bob Jeffords, SALS Treasurer; Jill Ryder, SALS Assistant Director & Collection Management Consultant; Colleen Smith, SALS Finance & Administration Manager; and Pamela DelSignore, System Services Support Coordinator.

Absent with prior notice were: Mmes. Borden, and Vineyard

The meeting was recorded.

- 1. Announcements:** Mrs. Dallas announced that UHY would not be attending the meeting to present the SALS 2022 Independent Auditor's Report. Item 3 of the agenda. The presentation is to be rescheduled.
- 2. Public Comment:** None.
- 3. UHY, LLP – Presentation of SALS 2022 Independent Auditor's Report:** To be rescheduled.
- 4. *2023-2024 Committee Assignments:** Ms. Lindner moved, seconded by Ms. Beck to approve the 2023-2024 Committee Assignments. Ayes: All; Nays: None; Abstentions: None. Motion Carried.
- 5. *Approval of Board Meeting Minutes of April 18, 2023 and May 15, 2023:** (enclosure): Mr. Wise asked if there were any additions, corrections or deletions to the minutes of the April 18, 2023, meeting. Having none, Ms. Shapiro moved, seconded by Ms. Kuhr to approve the April 18, 2023, minutes of the SALS Board meeting as distributed. Ayes: All; Nays: None; Abstentions: None. Motion carried.

Mr. Wise asked if there were any additions, corrections or deletions to the minutes of the May 15, 2023, meeting. Having none, Ms. Connell moved, seconded by Ms. Lindner to approve the May 15, 2023, minutes of the SALS Board meeting as distributed. Ayes: All; Nays: None; Abstentions: None. Motion carried.

6. ***Treasurer's Report and Monthly Budget Reports for April and May:** (enclosure):
Warrants 2023-8 through 2023-10 and TA23-7 through TA23-8: (enclosure):
Warrants 2023-11 through 2023-14 and TA23-9 through TA23-11: (enclosure):
Mr. Jeffords reviewed the April and May 2023 Treasurer's and Monthly Budget Reports.

7. **Director's Report:** (see attached): The Director's oral report was presented by Mrs. Dallas. Mrs. Dallas reported on the following:
- The Annual dinner went very well, it was lovely getting together again to celebrate libraries.
 - Pamela sent out a survey after the Annual dinner, and the feedback was good. Parking was a concern.
 - The SALS staff would like to thank the board for recognizing years of service for Bill Rougier, David MacFarland and Sara Dallas.
 - Elaine Cowin was inadvertently not included in the May election of trustees. Later in the meeting, the board will vote to appoint her, following the bylaws.
 - Members of the Building and Ground Committee did a walk-through before today's board meeting. Some funds may need to be added into the maintenance budget for next year. Items of concern noted were:
 - Parking Lot
 - Masonry
 - Rusting Door Thresholds
 - Twelve libraries wish to participate in the Message from Survivors. Area schools are also interested in partnering with SALS. A meeting is planned at the end of June to plan the next steps.
 - We are moving forward with a webinar. The audience will be Trustees dealing with book challenges and bans. Jamie LaRue, a national consultant will present the webinar. The cost of the webinar will be shared between Crandall Public Library and SALS.
 - Meetings of the Personnel Committee and Audit and Finance will need to be scheduled to develop the 2024 budget. The meetings will be scheduled mid-August.
 - Pamela, Colleen and Sara met with the delivery courier and were able to address some issues. As a result, communication has improved which means we are better able to serve our members.
 - Mrs. Dallas' visits with library boards and staff have begun.
 - Jack Scott, Erica Freudenberger and Sara met with the Rockwell Falls Public Library trustees. They touched upon SALS services that support the member libraries, the need for policies, trustee duties, minimum standards, and strategic planning.
 - Trustees that wish to attend NYLA, please let Colleen know.
- A. *Other:* Mrs. Dallas opened the floor for member discussions. The board shared in a discussion about book bans.
- B. *Joint Automation Report:* Included in Director's Report (see attached).

8. Committee Reports:

- A. Audit & Finance (J. Lindner, chair): Committee will be meeting in August.
- B. Building (C. Connell, chair): The committee completed a building walk-through prior to the regular board meeting.
- C. Bylaws Committee (J. Hornstein, chair): No report.
- D. Central Library Aid and Services (M. Shapiro, chair): No report.
- E. County Aid Coordinators (Connell, Goodman, Cowin, Vineyard): No report.
- F. Library Services (C. Kuhr, chair): No report.
- G. Personnel (J. Lindner, chair): Committee will be meeting in August.
- H. Trustee Nominating (J. Hornstein, chair): No report.
- I. Succession Planning (J. Lindner and B. Taylor, co-chairs): No report.

9. Unfinished Business:

10. New Business:

- A. *Vote to reappoint Elaine Cowin as a member of the SALS board: Ms. Shapiro moved, seconded by Ms. Beck, to reappoint Elaine Cowin as a member of the SALS board until the next election. Ayes: All; Nays: None; Abstentions: Ms. Cowin. Motion carried.
- B. *Approve Fort William Henry non-refundable deposit of \$2,500 for 2024 Annual Dinner Meeting: Ms. Lindner moved, seconded by Ms. Beck, to approve the Fort William Henry non-refundable deposit of \$2,500 for the 2024 Annual Dinner. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- C. *Vote to approve 2023 Budget Amendments: Ms. Connell moved, seconded by Ms. Kuhr, to approve the 2023 Budget Amendments. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- D. *Approve User Account Policy approved by the Joint Automation Council: Ms. Shapiro moved, seconded by Ms. Beck, to approve the User Account Policy. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- E. *Approve Sara Dallas to attend the following ALA Executive board meetings:
 - Fall Meeting Chicago, IL October 20-22, 2023
 - ALA Library Learning Experience (LLX) Baltimore, MD January 26-29, 2024
 - Spring Meeting Chicago, IL April 5-7, 2024
 - ALA Annual Conference & Exhibition San Diego, CA June 27-July 2, 2024
 - 2024-2025
 - Fall Meeting Chicago, IL October 18-20, 2024
 - ALA Library Learning Experience (LLX) Phoenix, AZ January 24-27, 2025
 - Spring Meeting Chicago, IL April 4-6, 2025
 - ALA Annual Conference & Exhibition Philadelphia, PA June 26-July 1, 2025Ms. Cowin moved, seconded by Ms. Lindner, to approve Sara Dallas to attend the above ALA Executive board meetings. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- F. *Approve Colleen Smith to attend NYCON Camp Finance 2023 in Bolton Landing, NY on October 11-13, 2023: Ms. Kuhr moved, seconded by Ms. Beck, to approve Colleen Smith to attend NYCON Camp Finance 2023. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- G. *Approve SALS staff to attend NYLA (New York Library Association) Annual Conference, November 1-4, 2023: Ms. Goodman moved, seconded by Ms. Shapiro, to approve SALS staff

to attend NYLA Annual Conference November 1-4, 2023. Ayes: All; Nays: None; Abstentions: None. Motion carried.

11. Director's Council Report: No report.

Announcements:

- On June 21st Mr. Wise, Edwin Roger and Alex Gutelius will go to Coburg Village to present the legislative award to the widow of the late Dr. Arnold E. Elman.
- Next SALS Board Meeting: **September 19th, 2023**, 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