

SOUTHERN ADIRONDACK LIBRARY SYSTEM

22 WHITNEY PLACE • SARATOGA SPRINGS NY 12866-4596

(518) 584-7300 ☐ FAX (518) 587-5589

SALS Board Meeting • **June 20, 2017** at 1 p.m.

At the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, June 20, 2017 at the System Service Center and brought to order at 1:00 p.m. with President Jordan Hornstein presiding.

Present were: Mmes. Borden, Debus, McComb and Connell and Messrs. Hornstein, Mays, Odess, Plantier and Wise. Also present were: Sara Dallas, Director at SALS, Bob Jeffords, SALS Treasurer, Cindy Mirra, SALS System Services Support Representative, Erica Freudenberger, SALS Outreach & Engagement Consultant, Dianne Winter, SALS Financial Clerk & Administrative Assistant, Jill Ryder, Collection Management Consultant at SALS.

Absent with prior notice were: Mmes. Payne, Seifts and Nemer.

1. **Public Comment:** None
2. **Introduction of Re-Elected Board Member:** (Sandra Debus, Saratoga County)
(Robert Odess, Washington County)
(Nancy Seifts, Hamilton County)
3. **Officers 2017-2019; 2017-2018 Committee Assignments:** A motion was made to approve the Slate of Officers for 2017-2019, Jordan Hornstein, President; Russell Wise, Vice President and Sandra Debus, Secretary Ms. Borden moved, seconded by Ms. Debus, that the slate of officers for 2017—2019 be approved. Motion Carried. Committee assignments for 2017-2018 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.)
4. **Approval of Board Meeting Minutes of April 18, 2017 and the Annual Meeting, May 15, 2017:** Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the April 18, 2017 Board meeting. Mr. Wise moved, seconded by Ms. Borden, to approve the minutes of the April 18, 2017 SALS Board meeting as distributed. Ms. Debus Abstained. Motion carried. Mr. Hornstein asked if there were any additions, corrections or deletions to the minutes of SALS Annual Meeting May 15, 2017. Ms. Borden moved, seconded by Mr. Mays, to approve the minutes of SALS Annual Meeting May 17, 2017 as distributed. Ms. Debus Abstained. Motion carried.
5. **Treasurer's Report and Monthly Budget Reports for April and May; Warrants:** Mr. Jeffords reviewed the April and May Treasurer's and Monthly Budget Reports. Ms. Debus moved, seconded by Mr. Wise, that receipt of the April report be acknowledged and filed for audit. Motion carried. Ms. Debus moved, seconded by Mr. Wise, that receipt of the May report be acknowledged and filed for audit. Motion carried. Mr. Jeffords reported all of the County Aid for member libraries had been received. Warrants 2017-9 through 2017-14 and TA17-8 through TA17-11 were available for Board perusal. (Copy attached to the Official Minutes.)
6. **Director's Report** (in addition to the written report sent out with the Board Meeting packets):

Ms. Dallas reported on the job search; three people were interviewed. SALS will reopen the search.

The New York State Library construction aid portal is now open. Completed applications are due on September 1, 2017. The SALS Building Committee will review the applications and make funding recommendations to the full SALS Board at the September 19, 2017 SALS Board Meeting. SALS will have \$679,980 to distribute.

Ms. Dallas reported that all library budget votes and building referendums passed in the SALS service area.

Karen DeAngelo is leaving her Director position at the Burnt Hills –Town of Ballston Community Library to take a consulting job in Pennsylvania.

Ms. Dallas reported that SALS/MVLS will be rolling out the Joint Automation security policy. Libraries have requested “in house” training for staff. The Crandall Public Library and SALS will work together to bring a security expert in for a system-wide program.

Ms. Dallas gave an update on Sandi Payne’s hiking adventure. Ms. Payne walked and hiked 400 miles through heat and desert with occasional breaks into high-elevation forests. Due to the excessive heat and a nasty stomach bug, she decided to stop hiking and will continue the trip using a rental car to explore California and Crater Lake Oregon.

Ms. Dallas reported that the PULISDO directors met to review the proposed revisions to minimum standards. She shared the proposed standards with the member library directors. The proposed standards have been sent to the Division of Library Development (NY State Education Department).

Ms. Dallas reported that the Hillview Library in Diamond Point, despite a visit and attendance at the SALS Annual Meeting, in addition to several e-mails, has not communicated with SALS regarding possible system membership.

Members of the Personnel Committee (10 am) and the Audit and Finance Committee (11 am) will meet on August 22, 2017. The Building Committee will meet on September 19, 2017 at noon.

The SALS 2016 Survey was summarized and an executive report was written. Ms. Dallas reported 100% of the respondents are satisfied with SALS/JA services and 97% find the services both valuable and relevant. This is due to the dedicated SALS and JA staff. The services SALS and JA provide are determined by the membership.

Ms. Dallas asked Erica Freudenberger to say a few words about the new programs at Hadley-Luzerne Public Library (Mobile Food Pantry) & Mechanicville District Public Library (Farmer’s Market at the Library).

7. **Committee Reports:**

A. *Audit & Finance:* no report.

B. *Building:* Mr. Mays reported the committee recommends that Hadley-Luzerne Library continue to move forward with the Construction Challenge Grant as it was written. Doors cannot be purchased with grant funds; all monies were designated to be part of a planning grant.

- C. Bylaws Committee: No report.
- D. Central Library Aid and Services: No report
- E. County Aid Coordinators: No report
- F. Library Services: No report
- G. Personnel: Mr. Wise reported the Personnel Committee met and request that Jill Ryder be appointed Assistant Director. Mr. Wise moved, seconded by Ms. Debus. Motion carried.
- H. Trustee Nominating: No report

8. **Unfinished Business**: No report

9. **New Business**:

A. Placement of bank accounts:

- i) Ms. Debus moved, seconded by Ms. Borden, 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 Secretary, or Treasurer. Motion carried.
- ii) Ms. McComb moved, seconded by Ms. Connell, to name Adirondack Trust Company as depository of funds to be withdrawn with the signature of one of the following: President, Vice-President, Secretary or Treasurer. Motion carried.
- iii) Mr. Odess moved, seconded by Ms. Debus, to designate Adirondack Trust as depository for AFLAC withholdings which are to be withdrawn by the Treasurer, President, Vice President, Secretary, or an authorized AFLAC representative. Motion carried.
- iv) Ms. Borden moved, seconded by Ms. Debus, to authorize borrowing via credit cards by the President, Vice-President, or Treasurer within current limits. Motion carried.

B. Official Newspaper: Ms. Dallas requested to continue with the Post Star Newspaper as the paper of record. Mr. Odess moved, seconded by Ms. Borden. Motion carried.

C. Variance for Mechanicville District Public Library & Hudson Falls Free Library: (enclosure) Ms. Dallas discussed the variances. Mr. Wise moved, seconded by Ms. Connell to approve the Mechanicville Variance. Motion carried. Ms. Borden moved, seconded by Mr. Mays to approve the Hudson Falls Variance. Motion carried.

D. Approve Three Outreach Advisory Committee members (Biographies attached): Mr. Odess moved, seconded by Ms. McComb to approve the three Outreach Advisory Committee members. Motion carried.

E. Approve SALS Staff & Joint Automation Staff to attend PULISDO Summer Conference: Mr. Wise moved, seconded by Ms. Debus to allow Dianne Winter, Chris Mundell, and Diane Robinson to attend PULISDO in August. Motion carried.

10. **Director's Council Report**: no report

11. **Announcements**: no report

12. **Public Comment**: Ms. Connell reported that the Times Union had a wonderful article in their paper in May. There is an exhibit entitled "Parts but Little Known", which features Maps of the Adirondacks from 1556. It is located at the Kelly Adirondack Center in Niskayuna, N.Y.

Ms. Debus moved, seconded by Mr. Wise, to adjourn the meeting. Motion carried. Meeting adjourned at 1:51 p.m.

Respectfully submitted,

Cindy Mirra
Recording Secretary