

SOUTHERN ADIRONDACK LIBRARY SYSTEM

22 WHITNEY PLACE • SARATOGA SPRINGS NY 12866-4596
(518) 584-7300 ☐ FAX (518) 587-5589

SALS Board Meeting • **June 21, 2016** at 1 p.m.
At the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, June 21, 2016 at the System Service Center and brought to order at 1:01 p.m. with President Frank Mezzano presiding.

Present were: Mmes. Borden, Debus, and Payne and Messrs. Hornstein, Mays, Mezzano, Odess, Plantier and Wise. Also present were: Sara Dallas, Director at SALS, Bob Jeffords, SALS Treasurer, Tim McDonough, Director at Waterford Public Library, Jennifer Ferriss, Assistant Director at SALS, Jill Martz, Administration & Finance Manager at SALS.

Absent with prior notice were: Mmes. Connell, McComb and Nemer.

1. **Public Comment:** None
2. **Introduction of Re-Elected Board Member:** (Dale Nemer, Warren County)
3. **Officers 2016-2018; Committee Assignments:** Ms. Dallas reported for the nominating committee which included: Frank Mezzano, Karen McComb and Sandra Debus. Mr. Mays moved, seconded by Mr. Hornstein, that the slate of officers for 2016—2018 as recommended by the committee: President, Frank Mezzano, Vice President, Jordan Hornstein, Secretary, Sandra Debus be accepted. Motion carried; Committee assignments were in the Board folders; anyone wishing to serve on a different or additional committee was asked to contact Mr. Mezzano. (Copy of the Committee Assignments attached to the Official Minutes).
4. **Approval of Board Meeting Minutes of April 19, 2016 and the Annual Meeting, May 16, 2016:** Mr. Mezzano asked if there were any additions, corrections, or deletions to the minutes of the April 19, 2016 Board meeting. Mr. Odess moved, seconded by Ms. Borden, to approve the minutes of the April 19, 2016 SALS Board meeting as distributed. Motion carried. Mr. Mezzano asked if there were any additions, corrections or deletions to the minutes of SALS Annual Meeting May 16, 2016. Mr. Odess moved, seconded by Ms. Payne, to approve the minutes of SALS Annual Meeting May 16, 2016 as distributed. 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. Mr. Hornstein moved, seconded by Ms. Debus, that receipt of the April report be acknowledged and filed for audit. Motion carried. Mr. Hornstein moved, seconded by Ms. Payne, 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 2016-9 through 2016-13 and TA16-8 through TA16-11 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 status of the Plan of Service project. The people in the focus groups made it clear that the current services SALS provides are still top priorities. The services include:

JA/Polaris and support, and delivery. The focus groups also communicated that the Challenge grants (Construction and Library Services) scope should be broadened and the amount of funds allocated for these grant should be increased. Additionally, there was great interest in literacy and ELL efforts in the service area.

Ms. Dallas reported that the Outreach position needs to be filled to be in compliance with Education Law and Commissioner Regulations. She recommend rewriting the job description to recruit an individual with experience in literacy, grant writing and job entrepreneurship.

She is also working to develop a job description for a trainer to begin in the next calendar year. Ms. Dallas thinks the position can be part-time and the successful candidate will have an technology/teaching background.

The focus groups also reported that there needs to be increase continuing education opportunities for member library staff and trustees. Areas of focus included privacy/security concerns, community based planning, libraries transform and trustee training. Trustee topics included healthy boards, recruitment, job descriptions, and responsibilities. As a result, the travel and continuing education line should be larger in the 2017 budget.

Other areas to consider include outsourcing HR and perhaps legal assistance.

Ms. Dallas shared the local Literacy NY affiliate has drastically decreased the level of literacy support in our service area. She met with directors from Saratoga, Clifton Park–Halfmoon, Crandall, and Greenwich to determine the need. She also met with Literacy NY Executive Director, Janice Cuddahee, staff member Sue Hensley-Cushing, Maureen O’Connor, and Elizabeth Dailey. It is hoped that a sustainable model to provide the services can be developed.

The employee handbook needs to be revised. Ms. Dallas and Jill Martz will have a draft ready for the next meeting of the personnel committee.

Members of the personnel committee and the audit and finance committee will need to meet in July to begin the budget process and to review the employee handbook.

Ms. Dallas requested approval to attend the New York Alliance of Library Systems – in East Greenbush. Mr. Odess Moved, seconded by Mr. Plantier, this be request be approved. Motion carried.

Ms. Dallas requested SALS staff be allowed to attend NYLA November 2-5 in Saratoga Springs (early bird registration starts July 1). Mr. Jordan moved, seconded by Mr. Wise this request be approved. Motion carried.

Ms. Dallas will forward the information to the Board regarding the NYLA Conference so any Board Member wishing to attend can return the reservations to her in time for the early bird registration.

Ms. Dallas requested approval for Jennifer Ferriss to attend a conference in Darien CT. Mr. Odess moved, seconded by Ms. Payne, this request be approved. Motion carried.

The Mechanicville Public Library's 50th Celebration Gala was lovely with a nice turn out. Congressman Paul Tonko, and representatives from Assemblywoman Carrie Woerner and Senator Marchione were there. Also in attendance was the Mayor and Supervisor.

SALS will be receiving bullet aid in this year's NYS budget. All of the areas' Senators have been very generous to SALS and the member libraries. Senator Little's office reported \$10,000 for SALS to support automation and \$45,000 to be divided among the member libraries in her district. Senator Farley reported a \$15,000 Bullet aid grant for SALS. It appears we will be receiving \$15,000 for SALS and approximately \$143,000 for the members.

JA staff will be updating the SALS staff computer workstations to Windows 10 in the very near future.

The school district library vote (Chapter 259) court fight ended with a victory for libraries all over New York State.

Ms. Dallas has been answering questions regarding the upcoming construction grants. SALS will receive \$538,318 in construction aid for 2016-2017.

Ms. Dallas has been attending a number of member library board meetings to discuss future votes and construction.

Ms. Dallas and Mrs. Martz attended a program at the Tang Museum on what to do in a disaster or what to do to prevent a disaster. They will be developing a disaster plan and share a template with the membership.

The building was sprayed for ants; and the plumber came to fix the toilets and sink

Ms. Dallas was sad to report, Cindy Mirra's mom passed away.

7. **Committee Reports:**

- A. Audit & Finance: no report, but will meet on July 19 at 11:00 AM.
- B. Building: no report; will meet July 7th at 10:00 AM.
- C. Bylaws Committee: Ms. Debus will present a revision in September for emergency funding.
- D. Central Library Aid and Services: no report
- E. County Aid Coordinators: no report
- F. Library Services: no report
- G. Personnel: Ms. Payne reported the Personnel Committee met and presented a draft of the director's performance appraisal form and a time-table. Mr. Odess moved, seconded by Ms. Debus the Performance Appraisal be accepted on a provisional basis for the 2016-2017 year. Motion carried. (*Copy attached to the Official Minutes*). The Director will be preparing a self-evaluation and the Board should return their Performance Appraisals by July 15th. The Personnel Committee will meet on July 19 at 10 AM.
- H. Trustee Nominating: no report

8. **Unfinished Business**: Update of SALS Plan of Service: It will be shared in July, voted on in September and submitted to NYS in October.

9. **New Business**:

- A. Placement of bank accounts:

- i) Mr. Mays moved, seconded by Mr. Plantier, 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) Mr. Odess moved, seconded by Mr. Plantier, 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. Wise moved, seconded by Mrs. Borden, 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) Mr. Wise moved, seconded by Mr. Odess, to authorize borrowing via credit cards by the President, Vice-President, or Treasurer within current limits. Motion carried.

- B. Annual Meeting---location for 2017 (59th) Annual Meeting: Several locations in Lake George were suggested: the new Marriott, Surfside and Ft. William Henry. SALS staff will investigate and report back.
- C. SALS and Saratoga Chamber of Commerce: Ms. Dallas discussed the issue. SALS is still a member.
- D. Review of the Plan of Service proposal: see Director's report
- E. Set dates for Audit & Finance and Personnel committee meetings: The Personnel Committee will meet July 19, 2016 at 10 AM. The Audit & Finance Committee will meet July 19, 2016 at 11 APM.

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

11. **Announcements:** Mrs. Borden shared while at the Library Trustee Association conference in Plattsburg many libraries from other systems reported they were unhappy with their systems. She wanted to commend SALS Board and thank the Director for their excellent job with meeting their member's needs.

Mr. Wise moved, seconded by Ms. Payne, to adjourn the meeting. Motion carried. Meeting adjourned at 2:17 p.m.

Respectfully submitted,

Jill Martz
Recording Secretary