

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **June 28, 2011** at 1 p.m.
at the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, June 28, 2011 at the System Service Center and brought to order at 1:01 p.m. with President Arnold Elman presiding.

Present were: Mmes. Gold and McComb, and Mssrs. Elman, Hornstein, Mays, Mosher, and Plantier. Also present were: Sara Dallas, Director at SALS, Jill Martz, Administration and Finance Manager at SALS, and Christine McDonald, Director at Crandall Public Library.

Absent with prior notice were: Mmes. Helms, Hoover, Nemer, and Payne, and Mr. Jeffords.

1. **Introduction of newly elected board members:** Mrs. Dallas congratulated and introduced newly elected Board member Jordan Hornstein, representing Hamilton County. Dr. Elman asked that the rest of the Board introduce themselves for the benefit of the new member.
2. **Committee assignments:** (Officers were elected in 2010 for 2 year terms: Arnold Elman, President, Cheryl Gold, Vice President, Julia Helms, Secretary.) Committee assignments were handed out. If anyone wishes to serve on a different committee, please see Dr. Elman.
3. **Approval of Board Meeting Minutes of April 19, 2011 and the Annual Meeting, May 16, 2011:** Dr. Elman asked if there were any changes, corrections, or additions to the minutes of the April 19th Board meeting, or the Annual Meeting minutes of May 16th. Hearing none, he declared the minutes of both meetings approved as distributed.
4. **Treasurer's Report and Monthly Budget Reports for April and May; warrants:** Mrs. Martz noted that there is a corrected first page of the February Treasurer's Report in the Board folders, and a corrected March Report. Mr. Mays moved, seconded by Mrs. Gold, to acknowledge receipt of the corrected reports and the April and May Treasurer's and Monthly Budget Reports and that they be filed for audit. Motion carried. Warrants 2011-12 through 2011-18 and TA11-8 through TA11-11 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):
 - A. *Other:* A draft of SALS new Plan of Service and a revision of the Free Direct Access Plan have been distributed to the member libraries. Comments are encouraged. SALS Board will need to approve the Plan of Service and the Free Direct Access Plan at the September 20th meeting. It is due to the Division of Library Development in October, and will go into effect January 1st.

The annual Use, Value and Satisfaction Survey has been sent out to member libraries. This measures how member libraries value library services. It will be analyzed by the Personnel Committee and the Audit and Finance Committee. The results of the survey, combined with the Plan of Service help in the development of SALS budget.

In January, the Acquisitions, Cataloging and Processing department was eliminated. These funds will be used to help libraries meet some technology demands.

SALS staff are developing a plan to help libraries meet the future, using the workshop report “Keeping Your Library Relevant Today and Tomorrow.” Some of the work to date:

- All SALS libraries are wireless
- Jennifer Ferriss is helping improve member library online presence through website redesign
- SALS Staff will develop recommended minimum standards for technology in our member libraries.
- Exploration of e-book options and encouragement to reallocate collection budgets for e-books.
- Allowing web access to meetings to allow all library staff to meet online, provide an access to training, enhance communication and information webinars. This will entail the cost of the program and licenses, and a quality headset with microphone for each library site.

Libraries need to market themselves in order to be sustainable. Using these actions, they can reintroduce themselves to their communities—thus strengthening themselves as a self-taxing entity.

Changes in election law will impact library votes. The law still needs clarification.

The report, “Confronting the Future, Strategic Visions for the 21st Century Public Library” suggests that there are four visions for public libraries of the future:

- *Physical to Virtual Libraries*—in order for the building and content to survive, the library must have a web presence with virtual media (in a consortium setting.).

Consider a purely virtual library—everything done via the web.

- *Individual to Community Library*—A library can focus on the individual patron—furniture, equipment serving the patrons, one by one. Have access to the Internet, computer workstations, etc.

The library can focus on the community—space for meetings for community groups, facilitating meetings to work on community programs, holding events of community interest, having local archives, history, exhibits, etc.

- *Collection to Creation Libraries*—Libraries will have in either physical or virtual form, ready and free access to information resources, music and visual art, (music, movies, media, books, etc.) aka the traditional role of libraries.

On the other extreme, imagine a place where authors, editors, performers, artists can go to the library to utilize equipment that will allow them to create. And some of our libraries are doing this---special programs with youth using flip camera, etc.

- *Portal to Archive Libraries*—This deals with access---the library has a window through which the library’s patrons can access a vast range of media resources.

Then there is the archive library—where a library will have materials in a wide range of genres and media both physical and virtual—probably local history.

The link to this document:

http://www.ala.org/ala/aboutala/offices/oitp/publications/policybriefs/confronting_the_futu.pdf

In order to make choices, library staff must have competencies—they need to have a level of technology knowledge; they need to know their communities they serve.

Collaboration and consolidation: many libraries within SALS are doing this already; the challenge is to do this better.

Digitization—provide more downloadable content.

Personalization and social networking: using technology to reach our patrons.

Archiving local materials on the web for virtual access: government records, personal memoirs, historic items (as seen on University of Iowa website-- Civil War diaries).

Pricing—libraries provide information “free” to members of their communities.

The PLA National Conference will be held in Philadelphia March 13-17, 2012. Mrs. Dallas suggested that since the conference will be on the East coast the Board consider a stipend for its trustees and member library staff to attend. A National conference is a good way for library staff and trustees to learn how to deal with the hard challenges facing libraries.

- B. *Joint Automation*: JA staff have been busy working with member libraries. The new PC order has been sent out. More libraries are signing up for CASSIE, a timing regulation feature. Joint Automation Project Manager Michele Largeteau sent a report, copy attached to the Official Minutes.

6. **Committee Reports:**

- A. *Audit & Finance*: A Committee meeting will be scheduled in July to begin work on the 2012 budget.
- B. *Building*: Mr. Mays, Chair of the Building Committee, reported that a Mechanical Engineer inspected SALS building to discover/recommend ways to zone the heating/cooling of the building for increased efficiency. Using portions of the building for storage and renting of a portion of the building and legal issues were also investigated. Mr. Mays requested that the Building Committee meet during the summer for a report at the September Board meeting. The air conditioner project for the Computer Room is ready to start.

Construction Grant funds totaling \$389,713 as SALS portion available will be primarily processed online this year. Many libraries have projects under consideration by their Boards.

- C. *Bylaws Committee*:
- D. *Central Library Aid and Services*: The Central Library Aid and Services Committee met in May to discuss services. A 25% reduction in Central Library Aid is expected. Ms. McDonald, Director at Crandall Public Library (SALS Central Library) would like to know of reductions by the second week in August for her library’s budget. Another meeting is scheduled.

- E. County Aid Coordinators: A grant request will be submitted to Saratoga County for Downloadable Audio Books.
- F. Library Services:
- G. Personnel: It was suggested that the Personnel Committee meet soon so work can begin on the 2012 budget.
- H. Trustee Nominating:

7. **Unfinished Business**:

8. **New Business**:

- A. Appointment of Treasurer and placement of bank accounts:
 - i) Appointment of Treasurer: Mrs. Gold moved, seconded by Mr. Mosher, to appoint Bob Jeffords as SALS Treasurer. Motion carried.
 - ii) 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. McComb 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.
 - iii) 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. Mosher 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, or Treasurer. Motion carried.
 - iv) 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: Mrs. McComb moved, seconded by Mr. Plantier, 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.
 - v) Authorize borrowing via credit cards by the President, Vice-President, or Treasurer: Mr. Mays moved, seconded by Mr. Mosher, to authorize borrowing via credit cards by the President, Vice-President, or Treasurer. Motion carried.
- B. Appointment of Robert Jeffords as SALS Representative to JA Council: Mrs. Gold moved, seconded by Mr. Mays, to appoint Bob Jeffords as SALS representative to the Joint Automation Council. Motion carried.
- C. Annual Meeting---location for 2012 (54th) Annual Meeting: SALS 2012 Annual Meeting was discussed. Dr. Elman asked to discuss the necessity of food, types of speakers, entertainment, location, etc. Mrs. Gold moved, seconded by Mr. Mosher, that SALS have an Annual Meeting with a dinner. Motion carried. Discussion continued. Ideas for speakers, topics, locations, should be forwarded to Mrs. Dallas. Dr. Elman appointed Mrs. Gold and Mr. Mays to work with Mrs. Dallas and Mrs. Martz as a subcommittee on the issue of the Annual Meeting. The first report will be at the September 20th meeting.
- D. PLA Conference, March 13-17, 2012: The 2012 PLA Conference was discussed. It was suggested that monies be budgeted in this year's budget for \$325 registration fees and \$675 in next year's budget for hotel and travel for a total of \$675 maximum and a grand total of \$1,000 from both years' budgets. This would provide one scholarship per library to encourage trustees and/or staff to attend the conference. Mr. Plantier moved, seconded by Mrs. Gold, to authorize a 2011 PLA Scholarship \$325/library maximum in 2011 to register for PLA Mar.13-17, 2012. Can be used for one staff or trustee per library. (Must register, pay for and request with proof of payment to be reimbursed prior to Dec. 10th, 2011) and a 2012 PLA Scholarship

of \$675/library maximum to attend the PLA conference (To be used for hotel and/or travel no meals).

Each of SALS Board members was also authorized to attend the conference with SALS paying for registration and hotel and travel maximum \$325 registration in 2011 and \$675 hotel and/or transportation 2012. Motion carried. Mrs. Dallas asked anyone wishing to go to PLA to let her know. Dr. Elman signed up.

9. **Director’s Council Report:**

10. **Announcements:** Mrs. Gold announced that Saratoga Springs Public Library has gone “live” with their RFID and new first floor layout; she has heard only positive comments.

Mr. Mays invited everyone to a tour of the Saugerties Library on July 11th at 1 p.m. It is a 1915 building that has had an interior space renovation and utilization of space project.

The meeting was declared adjourned at 2:39 p.m.

Respectfully submitted,

Nancy L. Bowen
Recording Secretary