

# SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **June 18, 2018** at 1 p.m.

At the System Service Center

## MINUTES

The regular meeting of the Southern Adirondack Library System was held on Monday, June 18, 2018 at the System Service Center and brought to order at 1:00 p.m. with President Jordan Hornstein presiding.

Present were: Mmes. Borden, Cowin, McComb, Lindner, Kuhr and Connell and Messrs. Hornstein, 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 Finance & Operations Manager, Jack Scott, Technology & Community Youth Services Librarian at SALS.

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

1. **Public Comment:** None
2. **Flynn, Walker, Diggin C.P.A., P.C. – Presented SALS 2017 Independent Audit Report:** Patrick Diggin reviewed the audit of SALS cash receipts and disbursements. Mr. Diggin reported that the audit had a clean and qualified opinion and there was \$2,558,112 in cash at the end of 2017. SALS is in a good financial situation with a cash balance that could allow us to weather a short term decrease in aid. The auditor reported SALS is very transparent with all information available for full and fair disclosure. Kudos to the whole financial team Sara Dallas, Director, Bob Jeffords, Treasurer and Dianne Winter, Finance & Operations Manager.
3. **Introduction of Elected and Re-Elected Board Member:** (Janet Lindner, Saratoga County)  
(Elaine Cowin, Warren County)  
(Carol Kuhr, Washington County)
4. **Officers 2018-2020; 2018-2019 Committee Assignments:** A motion was made to approve the Slate of Officers for 2018-2020, Mr. Wise moved, seconded by Ms. Connell, that the slate of officers for 2018—2020 be approved. Motion Carried. Committee assignments for 2018-2019 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.)
5. **Approval of Board Meeting Minutes of April 17, 2018 and the Annual Meeting, May 21, 2018:** Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the April 17, 2018 Board meeting. Mr. Wise moved, seconded by Ms. Borden, to approve the minutes of the April 17, 2018 SALS Board meeting as distributed. Ms. Cowin Abstained. Motion carried. Mr. Hornstein asked if there were any additions, corrections or deletions to the minutes of SALS Annual Meeting May 21, 2018. Ms. McComb moved, seconded by Ms. Lindner, to approve the minutes of SALS Annual Meeting May 21, 2018 as distributed. Ms. Connell and Mr. Wise Abstained. Motion carried.

6. **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. Odess moved, seconded by Ms. Borden, that receipt of the April report be acknowledged and filed for audit. Motion carried. Mr. Wise moved, seconded by Ms. Lindner, that receipt of the May report be acknowledged and filed for audit. Motion carried. Warrants 2018-10 through 2018-14 and TA18-8 through TA18-12 were available for Board perusal. (*Copy attached to the Official Minutes.*)
7. **Director's Report** (*in addition to the written report sent out with the Board Meeting packets*): Mrs. Dallas was happy to report a 1% increase in state aid for 2018-2019. We received \$4,000 in bullet aid from state Senator Tedisco, and \$10,000 from state Senator Little.

The New York State Library construction aid portal is now open. Completed applications are due to the System on August 31, 2018. The SALS Building Committee will review the applications and make funding recommendations to the full SALS Board at the September 18, 2018 SALS Board Meeting. SALS will have \$963,305 to distribute.

Mrs. Dallas worked with the ILS Vendor regarding the product Zepheira and they are crediting us for all past payments. We are also saving \$50,000 by dropping a product called Novelist and improving the catalog.

Quipu rollout is moving along. Kudos to the JA staff and the work they have done with this enhancement. This will give library staff the ability to have accurate information on the physical address of the patrons and then we may be able to allow patrons to self-register for library cards online. JA staff is also working on the Polaris software update that will occur at the end of June.

Jack Scott will be the skipper of the SALS boat entered in the Cardboard Boat Race on August 11 at the Hudson Crossing Park in Schuylerville. The boat will be built with cardboard and duct tape.

Mrs. Dallas reported that the Pember Library will not need to return any Construction grant aid funds. The grant was amended to reflect the work that was done on the building, rather than building an elevator.

Mrs. Dallas requested that conference attendance permissions be discussed under New Business.

8. **Committee Reports:**
  - A. Audit & Finance: No report.
  - B. Building: Mrs. Dallas reported that the SALS building construction project is nearly 100 percent completed. The windows are expected to be done in July.
  - C. Bylaws Committee: Mr. Wise asked the trustees to look over the Bylaws and welcomes discussion.
  - D. Central Library Aid and Services: No report.
  - E. County Aid Coordinators: No report.
  - F. Library Services: Mrs. Dallas reported work is in progress for the Education Challenge grant.
  - G. Personnel: No report.
  - H. Trustee Nominating: No report.
9. **Unfinished Business:** No report.
10. **New Business:**
  - A. Placement of bank accounts:

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

B. Approve SALS Staff Conference attendance/travel:

- i) Ms. McComb moved, seconded by Mr. Wise to allow Erica Freudenberger, Sara Dallas, Jack Scott and Jill Ryder to attend NYLA Annual Conference November 7-10, 2018 in Rochester, NY. Motion carried.
- ii) Ms. Cowin moved, seconded by Ms. Lindner to allow Dianne Winter to attend Camp Finance October 4-5, 2018 in New Paltz, NY. Motion carried.
- iii) Mr. Wise moved, seconded by Ms. Borden to allow Sara Dallas to attend NYALS (New York State Alliance for Library Systems) Retreat August 16-17, 2018 in Latham, NY. Motion carried.

C. Variances for Hadley-Luzerne Public Library: (enclosure) Mrs. Dallas discussed the variances.

- i) Mr. Wise moved, seconded by Ms. Borden to approve the Strategic Plan Variance. Motion carried.
- ii) Mr. Wise moved, seconded by Ms. Cowin to approve the Budget Variance. Motion carried.
- iii) Ms. Kuhr moved, seconded by Ms. Connell to approve the Report to the Community Variance. Motion carried.

D. Set dates for Finance and Personnel committee meetings:

Members of the Personnel Committee (11 am) and the Audit and Finance Committee (12 pm) will meet on August 7, 2018.

11. **Director's Council Report:** No report.

12. **Announcements:** No report.

13. **Public Comment:** No report.

Mr. Wise moved, seconded by Ms. Cowin, to adjourn the meeting. Motion carried. Meeting adjourned at 2:04 p.m.

Respectfully submitted,

Cindy Mirra  
Recording Secretary