

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting ■ **March 15, 2022** at 1 p.m.
held virtually via GoToMeeting

Minutes

The regular meeting of the Southern Adirondack Library System was held Tuesday, March 15, 2022, at the System Service Center, held via GoToMeeting and brought to order at 1:00 p.m. with President Jordan Hornstein presiding.

Present were: Mmes. Beck, Borden, Connell, Cowin, Kuhr, Lindner, Seifts, Shapiro, and Taylor; and Messrs. Hornstein, Odess and Wise. Also present were: Sara Dallas, SALS Director; Bob Jeffords, SALS Treasurer; Jill Ryder, SALS Assistant Director & Collection Management Consultant; Jack Scott, SALS Technology & Community Youth Services Librarian; Erica Freudenberger, SALS Outreach, Engagement & Marketing Consultant; Colleen Smith, SALS Finance & Administration Manager; Pamela DelSignore, SALS System Services Support Assistant;

Absent with prior notice was: None.

1. **Public Comment:** No Comment.

2. ***Approval of Board Meeting Minutes of February 15, 2022** (enclosure)

Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the February 15, 2022 Board meeting. Mrs. Beck moved, seconded by Mrs. Shapiro, to approve the minutes of the February 15, 2022 SALS Board meeting as distributed. Ayes: All; Nays: None; Abstentions: None. Motion carried.

3. ***Treasurer's Report and Monthly Budget Reports for February** (enclosure):

Warrants 2022-5 through 2022-7 and TA22-3 through TA22-4 (enclosure):

Mr. Jeffords reviewed the Treasurer's and Monthly Budget Reports. Mr. Wise moved, seconded by Ms. Connell, to ensure that receipt of the February report is acknowledged and filed for audit. (Copy attached to the Official Minutes.) Ayes: All; Nays: None; Abstentions: None. Motion carried.

4. **Director's Report** (see attached):

Mrs. Dallas reported that the SALS 2021 Annual report was emailed to all last night. Please note the following:

This is the last SALS annual report using our previous plan of service. As such:

The programs have not changed.

The budgeting priorities have not changed.

The revenue has stayed consistent.

Additionally, SALS received CARES act funding – which was used for some JA (Joint Automation) expenses.

The portal to fill out the report was opened later. Our completed and approved report must be submitted before SALS can get its state aid.

Pamela and Colleen are working with the member libraries to complete their annual reports. Most of the member library reports are ready for submission.

Mrs. Dallas reminded the board that SALS, every year, sends out a survey to measure the services provided to the members. She reiterated that the greatest resource SALS has – is its outstanding staff. 100% of the directors who responded to the survey reported satisfaction with SALS services and 100% also found the services to be both valuable and relevant.

The survey revealed the Most Used SALS Services:

- POLARIS and JA Computer support
- Delivery
- Consulting services
- Equipment purchasing
- Advocacy and Collection Development

These services are congruent with the SALS budget and how SALS distributes revenue.

Mrs. Dallas reported on DATA TRENDS

SALS' overall satisfaction during a trying year remained strong. SALS rated 100% in Satisfaction and Value & Relevance in Pandemic Response, Joint Automation, Training & Consulting Services, Challenge Grants, Programming Support & Resources, and Delivery.

Mrs. Dallas reported on the Advocacy efforts. SALS held virtual visits with other systems this year. Our efforts were successful. Both house bills and the Governor's Executive budget show an increase in library aid, and both houses have asked for increases in construction aid.

E-card is now live. People can sign up for a library card online. To keep the card active, they need to go to a physical library to complete the registration within 60 days.

Jack Scott and Erica Freudenberger have been working with staff from CDLC (Capital District Library Council) and MVLS (Mohawk Valley Library System) to spend ARPA (American Rescue Plan Act) funds. Our region will spend our allotted funds on website accessibility, promotion of libraries and work done by libraries.

JA is preparing to migrate to a new hosted system this upcoming weekend.

Mrs. Dallas informed the Board that Mary Hanley, the “face” of JA for over 23 years, will be retiring in April.

Mrs. Dallas has been working with her colleagues locally, state-wide, and nationally regarding the wave of censorship issues in school libraries and public libraries.

Stephanie Cole Adams presented a program for trustees and member library staff on book challenges in libraries. The program was funded by SALS and the Crandall Public Library. The presentation was very well attended and well received. Attendees will receive 1.5 hours of CE (Continuing Education) credit. Sixty-three people attended live, and eighty-three people will receive the recording.

Mrs. Dallas provided an update on the Open Meeting Law and the Executive Order. She reported that being able to continue to have virtual meetings without publishing people's addresses depends upon extending the order.

- A. Joint Automation Report: No report.
- B. Other: Jill Ryder presented on the Overdrive collection. Jill's presentation included how the collection is funded, how the titles are selected, the cost of the titles, expiration of titles, the size of the collection, and average wait times for a title.

5. Committee Reports:

- A. Audit & Finance (R. Wise, chair): No report.
- B. Building (C. Connell, chair): Ms. Connell reported that the Challenge Construction grants (\$50,000 allocated and maximum award is \$5,000) are due on April 4, 2022.
- C. Bylaws Committee (R. Wise, chair): No report.
- D. Central Library Aid and Services (M. Shapiro, chair): No report.
- E. County Aid Coordinators (Seifts, Connell, Odess, Cowin): No report.
- F. Library Services (C. Kuhr, chair): No report.
- G. Personnel (L. Borden, chair): No report.
- H. Trustee Nominating: (E. Cowin, chair): There are two seats open, one in Washington County (Bob Odess' seat) and one in Hamilton County (Nancy Seifts' seat).

6. Unfinished Business: None.

7. New Business:

- A. *Board approval for Jill Ryder to attend the Virtual IUG (Innovative Users Group) Conference April 5-8th, 2022: Mrs. Beck moved, seconded by Mrs. Shapiro, to approve Jill Ryder's attendance at the Virtual IUG Conference. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- B. *Approve 2021 SALS Annual Report (available prior to meeting): Mrs. Cowin moved, seconded by Mrs. Taylor, to approve SALS 2021 Annual Report to submittal. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- C. *Board approval to add Roseann Anzelone, the director of the Tri-County Literacy Center, to our COSAC: Mrs. Beck moved, seconded by Mrs. Cowin, to approve adding Roseann Anzelone to our COSAC. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- D. *Board approval of Johanna Hall, part time Library Clerk (21 hours per week, to do copy cataloging): Mr. Odess moved, seconded by Mrs. Lindner, to approve Johanna Hall as the SALS part-time Library Clerk. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- E. *Board approval for Sara Dallas to attend ALA (American Library Association) Spring Executive Board meeting, April 8-10, 2022 virtually, Chicago Il:

Mrs. Taylor moved, seconded by Mrs. Shapiro, to approve Sara Dallas of attending the ALA Spring Executive Board meeting. Ayes: All; Nays: None; Abstentions: None. Motion carried.

- F. **Approve increase to the budget:* Increase Salaries by \$11,806 and decrease Benefits by \$1,793 due to retirement of full-time staff member as of 1/28/22 and hiring of part-time cataloger as of 3/22/2022.

Mr. Wise moved, seconded by Mr. Odess, to approve the 2022 budget increase for salaries and benefits by \$1,793. Ayes: All; Nays: None; Abstentions: None. Motion carried.

- G. **Approve to increase the budget:* Increase Delivery Service by \$8,452 due to rate increase in fees as of March 7, 2022. Mr. Wise moved, seconded by Mrs. Kuhr, to approve the 2022 budget increase for Delivery Service by \$8,452. Ayes: All; Nays: None; Abstentions: None. Motion carried.

- H. **Approve to increase the budget:* Increase NYS (New York State) Grant-in-Aid by \$80,000 due to funds received in December 2021 from Assemblywoman Woerner. The funds were disbursed to libraries in January 2022. Mr. Wise moved, seconded by Mrs. Lindner to increase NYS Grant-in-Aid by \$80,000.00.

Ayes: All; Nays: None; Abstentions: None. Motion carried.

8. Director's Council Report: No report.

9. Announcements:

- A. Mr. Hornstein read the following from the bylaws – The President shall appoint an Officer Nominating Committee immediately following the annual meeting in even-numbered years, which will establish a slate of Officers for election by the board at the first regularly scheduled meeting following the annual meeting. Additional nominations from the floor will be accepted. If there is more than one candidate per office, voting shall be done by written ballot. Membership on this committee shall not prohibit nomination for office. Therefore, the Board should have three people on the office nominating committee. Any interested member should please contact Mr. Hornstein by email.
- B. From Mrs. Dallas - We may know tomorrow about the executive order on Open Meetings Law. The Annual meeting could be virtual or hybrid. Mrs. Dallas further suggested the option to hold the meeting in-person for the SALS Board and member libraries could attend virtually from their libraries.
- C. Next meeting location TBD.

10. Motion to Adjourn the Meeting:

Mr. Odess moved, seconded by Mrs. Connell, to adjourn the meeting at 2:27 pm.
Ayes: All; Nays: None; Abstentions: None.

Respectfully Submitted,
Pamela DelSignore

* Items so marked are action items

Next SALS Board Meeting: **April 19th, 2022**, at 1:00 p.m. at SALS Service Center, held via GoToMeeting until further notice.