

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting ■ **March 17, 2020**, at 1:00 p.m.
at SALS Service Center, held via GoToMeeting

MINUTES

The regular meeting of the Southern Adirondack Library System was held Tuesday, March 17, 2020, 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. Seifts, Connell, Kuhr, Lindner, Cowin, McComb and Nemer and Messrs. Hornstein, Plantier and Wise. Also present were: Sara Dallas, SALS Director; Bob Jeffords, SALS Treasurer; Cindy Mirra SALS System Services Support Representative; Jill Ryder, SALS Assistant Director & Collection Management Consultant; Jack Scott, SALS Technology & Community Youth Services Librarian; Erica Freudenberger, Outreach & Engagement Consultant; Dianne Winter, SALS Finance & Administration Manager. Also present were: Colleen Smith, Director of Burnt Hills-Town of Ballston Community Library; Kathy Naftaly, Director of Crandall Public Library; Tim McDonough, Director of Waterford Public Library; Alex Gutelius, Director of Clifton Park-Halfmoon Public Library; Sherry Matthews, Director of Town of Lake Pleasant Public Library.

Absent with prior notice were: Mmes. Borden and Messr. Odess.

1. **Public Comment**: No comment.
2. ***Approval of Board Meeting Minutes of January 21, 2020** (enclosure):

Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the January 21, 2020, Board meeting. Ms. Connell moved, seconded by Ms. Kuhr, to approve the minutes of the January 21, 2020, SALS Board meeting as distributed. Motion carried.

3. ***Treasurer's Report and Monthly Budget Reports for January & February 2020 (attached); warrants** (available at meeting):

Mr. Jeffords reviewed the January 2020 & February 2020 Treasurer's and Monthly Budget Reports. Mr. Wise moved, seconded by Ms. Nemer, that receipt of the January reports be acknowledged and filed for audit. Motion carried. Mr. Wise moved, seconded by Ms. Kuhr, that receipt of the February reports be acknowledged and filed for audit. Warrants 2020-1 through 2020-6 and TA20-1 through TA20-5 were shared via email before the meeting and displayed during the meeting on screen for Board perusal. (*Copy attached to the Official Minutes.*)

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

Mrs. Dallas thanked the SALS staff for the incredible work they are doing. She asked the board to take a look at the SALS website www.sals.edu. Erica Freudenberger and Jack Scott have been diligently updating coronavirus pandemic information, library closings and other informative information for library staff, trustees and the public. Mrs. Dallas also acknowledged the work that needed to be done behind the scenes to allow people in our service region with library cards, access to the EContent. Jill Ryder worked to remove all blocks.

Working in tandem, Jill Ryder, Diane Robinson and Sharon O'Brien came up with procedures/instructions for libraries to follow with circulation, hold lists, fines among other things.

Mrs. Dallas also thanked Michele Largeteau, Dianne Winter, Erica Freudenberger, Jack Scott and Jill Ryder for helping draft the Pandemic Policy that the board is asked to pass today.

Mrs. Dallas has been answering questions and sharing information with member library staff and boards. She has reached out to an attorney to provide information to help library boards understand paying part time and full-time employees.

As of today, the counties of Warren, Washington and Saratoga have declared State of Emergency.

Governor Cuomo issued this statement: "I am directing all local governments to allow their non-essential personnel to stay home, work from home, with a 50 percent minimum. Work from home, which is the same thing I am asking private businesses. If we can ask private businesses to do that, government, I think, leads by example."

When things get back to normal, we can discuss new locks on the building. We have two quotes.

Finally, we still need to remember the budget. With the budget negotiation process being expedited this week, we need to ensure that library funding remains part of the conversation. Amid this crisis, we need you to find a moment to send a message in to Albany to ensure that we have the resources we need to resume operations and support our communities.

1. We are asking that you use the template sent by email to all board members to send an email to our Senate and Assembly members.
2. Further we are asking that you share this request with the library directors whom you represent.

We are not intending to undertake a large-scale grassroots campaign at this time but are relying on those in leadership positions to carry the message on behalf of the community at-large.

We know that you are all overwhelmed with this crisis, and don't send out this request lightly. Finding a moment to remind Albany that we are in need, will serve to safeguard our funding for tomorrow.

Joint Automation Report:

Mr. Wise stated that due to the coronavirus pandemic the JA Council has not met and will not be meeting until further notice.

Other: None.

5. Committee Reports:

- A. Audit & Finance (R. Wise, chair): No report.
- B. Building (C. Connell, chair): No report.
- C. Bylaws (R. Wise, chair): No report.
- D. Central Library (D. Nemer, chair): No report.
- E. County Aid Coordinators (Seifts, Connell, Odess, Plantier): No report.
- F. Library Services (C. Kuhr, chair): No report.
- G. Personnel (L. Borden, chair): No report
- H. Trustee Nominating (D. Nemer, chair): No report

6. **Unfinished Business**: None

7. **New Business**:

A. **Approve SALS 2019 NYS Annual Report*

Ms. Kuhr moved, seconded by Ms. Connell that the SALS 2019 NYS Annual Report be approved. Ayes: All; Nays: None. Motion carried.

B. **Approve signing of management representation letter*

Mr. Wise moved, seconded by Ms. Kuhr, that the management representation letter be approved. Ayes: All; Nays: None. Motion carried.

C. **Designate official newspaper*

Ms. Nemer moved, seconded by Mr. Wise, that *The Post Star* be designated as SALS official newspaper. Ayes: All; Nays: None. Motion carried.

D. **Approve Continuing Education Challenge Grants*

Ms. Lindner reviewed the Continuing Education Challenge Grants:

Continuing Education	Town of Chester Public Library	Word processing for improved communication and collaboration	350.00
Continuing Education	Clifton Park-Halfmoon Public Library	Computers in Libraries 2020 Conference	1,000.00
Continuing Education	Greenwich Free Library	Research Institute for Public Libraries	1,000.00
Continuing Education	Stillwater Public Library	YSS Spring Conference	299.00
Continuing Education	Stillwater Public Library	What's new in YA Lit Today?	279.00
			2,928.00

Ms. Lindner moved to approve them all. Ayes: All; Nays: None. Motion carried.

E. **Approve SALS Pandemic Action Plan*

Mr. Connell moved, seconded by Ms. Lindner, to approve the SALS Pandemic Action Plan. Ayes: All; Nays: None. Motion carried.

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

9. **Announcements**: None.

Ms. Nemer moved, Ms. Connell seconded, to adjourn the meeting. Adjourned 1:30 pm.

Respectfully Submitted,

Cindy Mirra

* Items so marked are action items