

SALS Board Meeting

March 17, 2026 at 1pm
SALS Service Center

Minutes

The regular meeting of the Southern Adirondack Library System was held March 17, 2026 at the System Service Center, and brought to order at 1:00 p.m. with President Carol Kuhr presiding.

1. Call to order
2. Roll Call

Present in-person were Sue Beck, Heather Crocker, Eleanor DeVries, Laura Goodman, Jordan Hornstein, Secretary Janet Lindner, Noelle McCrum, Patricia Partello, Treasurer Thomas Shaginaw, Margaret Shapiro, and Debbie Warnock. SALS Staff present in-person were: SALS Executive Director Kim Bolan, Assistant Director Jill Ryder, JA Project Manager Michele Largeteau, Finance and Administration Manager Pamela DeSignore, Jack Scott, Outreach and Technology Consultant, and Lisa Christopher, SALS System Services Support Coordinator. Also present in-person was Rachel Baum, Director of the Saratoga Writers Center. Present via Zoom were Faith St. John, Director of Argyle Free Library, and Kyle Nichols of Bonadio Group.

3. Adoption of the Agenda

President Kuhr asked if there were any comments or corrections to the adoption of the March 17, 2026 agenda. Having none, N. McCrum moved to adopt the agenda, seconded by P. Partello. Ayes: all; Nays: None; Abstentions: None.

4. Approval of Board Meeting Minutes of February 17, 2026

President Kuhr asked if there were any comments or corrections to the minutes of the February 17, 2026 meeting. T. Shaginaw noted that item 8. Unfinished Business was a duplicate of the fourth paragraph in item 7A. Item 8. Unfinished Business will be removed from the minutes. A motion was made to approve the minutes of the February 17, 2026 meeting as amended. J. Lindner moved, seconded by J. Hornstein. Ayes: all; Nays: None; Abstentions: None.

5. Treasurer's Report and Monthly Budget Reports for February 2026

T. Shaginaw introduced Kyle Nichols from the Bonadio Group and presented the Treasurer's Report and Monthly Budget Reports for February 2026, including an overview of the revenue section of the Executive Summary. President Kuhr asked if there were any questions regarding the Treasurer's Report. Receiving none, H. Crocker motioned to accept the Treasurer's Report and add to the minutes, seconded by M. Shapiro. Ayes: all; Nays: None; Abstentions: None.

6. Executive Director's Report

In addition to her written report, Executive Director Bolan shared that the 2025 Shape the Future of SALS Services Survey results are available. Executive Director Bolan and SALS staff will be using the survey results to develop the next five-year plan of service for SALS. Executive Director Bolan shared that the Directors and Officers (D&O) insurance has been purchased and is effective immediately. The cost is \$2,374. Additionally, a new resource for SALS member libraries was created, *Building Strong Library Boards*:

A Best Practices Guide for Trustee Recruitment. SALS Annual Board Tasks was shared with the trustees. Executive Director Bolan relayed that the deadline for the NYS Annual Report for Public and Association Libraries has been extended to April 16, 2026. Additionally, H. Locker, J. Scott, and Executive Director Bolan attended Saratoga Springs Public Library's Farm-2-Library Ribbon Cutting the morning of 3/17/2026. Executive Director Bolan introduced Rachel Baum from the Saratoga Writers Center. She gave an overview of potential opportunities for SALS and the Saratoga Writers Center to collaborate, share space, and build long-term strategic connections.

7. Joint Automation Report

JA Project Manager M. Largeteau provided the Joint Automation Report, sharing that the fall group PC order which has experienced vendor delays. JA staff is in touch with the vendor on a daily basis. Dave MacFarland, Technical Support/Assistant Network Administrator, is currently working on quotes for the next group order; the new Vega Discover Patron Interface has launched with e-content hidden; Clifton Park-Halfmoon Public Library has added 300,000 e-content items to Libby, which resulted in an adjustment to the JA fee formula calculation to count cost per circulation and not items; there was an email phishing incident but it was quickly mitigated by JA, and browser phishing protection has been added.

8. Report of the Director's Council

Faith St. John, Director of Argyle Free Library shared that the Director's Council met on March 3, 2026, with 19 library directors in attendance. Southern Adirondack Independent Living (SAIL) gave a presentation at the meeting. Executive Director Bolan updated the group on the JA Project Manager search and the NYS Annual Report. Libby updates were shared by J. Ryder. The group also discussed ICE presence in libraries and how to respond. F. St John shared that updates to the Director's Council bylaws are underway and should be finalized by May.

9. Board Committee Reports

- A. Audit & Finance (T. Shaginaw, chair): No report.
- B. Bylaws and Policies (M. Shapiro, chair): M. Shapiro shared the committee met to review the ACH and Electronic Transactions Policy and Compensatory Time Policy. The revised bylaws have been posted to the SALS website as of March 16, 2026. There were no questions about the policies.
- C. Personnel and Planning (J. Hornstein): J. Hornstein shared the committee met on March 13, 2026 to review the SALS staff and duties reorganization plan.

10. Unfinished Business

The 2027 JA fees were reviewed. The new version of the document includes a potential change to the formula, which now calculates the JA fees with e-content circulation only and no longer counts e-content holdings. J. Hornstein moved to approve the 5% overall increase of JA fees only, with the understanding there may be a future change in the fees structure, which is to be determined, seconded by T. Shaginaw. Ayes: all; Nays: None; Abstentions: None.

11. New Business

A motion was made to approve the ACH and Electronic Transactions Policy as written. S. Beck moved, seconded by M. Shapiro. Ayes: all; Nays: None; Abstentions: None.

A motion was made to approve the Compensatory Time Policy as written. N. McCrum moved, seconded by L. Goodman. Ayes: all; Nays: None; Abstentions: None.

A motion was made to adopt the SALS updated Organizational Chart as written. J. Hornstein moved, seconded by M. Shapiro. Ayes: all; Nays: None; Abstentions: None.

Executive Director Bolan gave an overview of the budget for SALS Annual Dinner. The total cost per ticket is estimated at \$67.00. With a ticket cost (cost / plate) of \$35.00, the estimated cost for SALS to continue to subsidize each ticket is \$32.00 / ticket. A motion was made to increase the cost per plate from \$30 to \$35. P. Partello moved, seconded by H. Locker. Ayes: all; Nays: None; Abstentions: None.

A motion was made to accept NCPR (North Country Public Radio) as the Newspaper and Audio Platform of Record. P. Partello moved, second by H. Locker. Ayes: all; Nays: None; Abstentions: None.

A motion was made to approve the salary change for and appointment of Lisa Christopher to the position of Systems Services Librarian, effective March 20, 2026. J Hornstein moved, second by J. Linder. Ayes: all; Nays: None; Abstentions: None.

A motion was made to approve Jill Ryder's revised Assistant Director job description with increased duties and responsibilities, along with the related salary change, effective March 20, 2026. J Hornstein moved, second by P. Partello. Ayes: all; Nays: None; Abstentions: None.

A motion was made to approve Pamela DelSignore's title change from Finance and Administration Manager to Office Manager, effective March 20, 2026. J Hornstein moved, second by H. Crocker. Ayes: all; Nays: None; Abstentions: None.

A motion was made to approve an additional two hours per week for Johanna Hall, effective March 20, 2026. J Hornstein moved, second by E. DeVries. Ayes: all; Nays: None; Abstentions: None.

A motion was made to approve the title change of Jack Scott to System Services Librarian: Outreach and Information Specialist with related salary adjustment, effective March 20, 2026. J Hornstein moved, second by S. Beck. Ayes: all; Nays: None; Abstentions: None.

A motion was made to approve the appointment of Jesse Jensen as the Joint Automation Project Manager, effective April 13, 2026. J Hornstein moved, second by T. Shaginaw. Ayes: all; Nays: None; Abstentions: None.

12. Announcements

There were no announcements.

13. Public Comment

There was no public comment.

14. Other Business

There was no other business.

15. Executive Session

A motion was made at 2:08pm to enter into an Executive Session for a discussion regarding salaries. N. McCrum moved, seconded by M. Shapiro. Ayes: all; Nays: None; Abstentions: None.

A motion was made to leave the Executive Session at 2:18pm. M. Shapiro moved, seconded by N. McCrum. Ayes: all; Nays: None; Abstentions: None.

16. Adjournment

The meeting was adjourned at 2:20pm.

Next SALS Board Meeting: April 21, 2026, at 1:00 PM at the SALS Service Center

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