

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **March 19, 2019**, at 1:00 p.m.
at SALS Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held Tuesday, March 19, 2019, at the System Service Center and brought to order at 1 p.m. with President Jordan Hornstein presiding.

Present were: Mmes. Borden, Connell, Cowin, Lindner, McComb, Nemer, and Seifts, and Messrs. Hornstein 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 and community member Nancy Grosselfinger.

Absent with prior notice were: Mme. Kuhr, and Messrs. Odess and Plantier.

1. **Public Comment:**

Nancy Grosselfinger from Raquette Lake and the Indian Lake Community Development Corporation thanked Mrs. Dallas and the SALS Board of Trustees for their help with her goal of building technology capacity so that the Hamilton County librarians are fully capable of assisting in the higher education learning process. They have refocused their efforts and will conduct a Hamilton County Higher Education Summit to be held on Friday, May 17, at St. Mary's Church in Indian Lake from 10a.m.-2p.m. They are aiming for fifty attendees, and invited the three Hamilton County representatives on the SALS Board of Trustees, as well as all Hamilton County library directors and trustees.

2. ***Approval of Board Meeting Minutes of February 19, 2019** (enclosure):

Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the February 19, 2019, Board meeting. Mr. Wise moved, seconded by Ms. Seifts, to approve the minutes of the February 19, 2019, SALS Board meeting as distributed. Motion carried.

3. ***Treasurer's Report and Monthly Budget Reports for February 2019 (attached); warrants** (available at meeting):

Mr. Jeffords reviewed the February 2019 Treasurer's and Monthly Budget Reports. Ms. Borden moved, seconded by Ms. Connell, that receipt of the February reports be acknowledged and filed for audit. Motion carried. Warrants 2019-5 through 2019-6 and TA19-4 through TA19-5 were available for Board perusal. (*Copy attached to the Official Minutes.*)

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

Mrs. Dallas reported that SALS won the Upstart Innovation Award, sponsored by Upstart, a Demco company. The award recognizes a public library's innovative and creative service program to the community. SALS teamed up with Comfort Food Community, a local food pantry, to launch the Fresh Food Collective Library Distribution initiative, which gleaned produce from local farms

and distributed it through three small, rural libraries. SALS will receive a check in the amount of \$2,000 and a plaque. Mrs. Dallas and Ms. Freudenberger are recommending the cash reward be passed through to the four participating libraries - Argyle Free Library, Pember Library & Museum, Schuylerville Public Library, Whitehall Free Library - and the food pantry partner, Comfort Food Community. Mr. Wise moved, seconded by Ms. Lindner, to approve the cash reward for Argyle Free Library, Pember Library & Museum, Schuylerville Public Library, Whitehall Free Library, and the Comfort Food Community.

There is \$24,900.00 remaining in the Library Services Seed Challenge Grant line item in the SALS 2019 Budget. Mrs. Dallas asked that the SALS Board consider using some of the remaining funds to purchase Chromebooks to be used with the Finch Robots.

SALS has been awarded a loan of 15 Finch Robots from the Bird Brain Technologies, under Carnegie Mellon University for the Summer Reading Program 2019. It is anticipated that SALS will receive the loan again in 2020. Mrs. Dallas would like to purchase 10 Chromebooks (approximately \$2,543.00) and protector cases (\$503.00) to be used with the Finch Robots. The Chromebooks would be used as the primary tool for programming the robots. At the conclusion of the Summer Reading Program the Chromebooks will be available for SALS and member libraries for popup events or staff technology trainings.

Mrs. Dallas has been asked to stand for office for the position of trustee of the Freedom to Read Foundation. The Freedom to Read Foundation (FTRF) is a non-profit legal and educational organization affiliated with the American Library Association. The FTRF protects and defends the First Amendment to the Constitution and supports the right of libraries to collect and individuals to access information.

Mrs. Dallas explained the details on the two New York State “one house” budget bills as they relate to library funding:

Assembly

- State Library Aid: +\$5M over Governor’s Executive budget. Total of \$96.62M, which would restore the Governor’s cut.
- State Library Construction Aid: +20M over Governor’s Executive Budget. Total of \$34M.
- 2020 Census Funding: \$40M for 2020 Census Activities, including language including public libraries.

Senate

- State Library Aid: +6M over Governor’s Executive Budget. Total of \$97.627M, which would restore the Governor’s cut and **add \$1M in funding**.
- State Library Construction Aid: +20 M over Governor’s Executive Budget. Total of \$34M.
- 2020 Census Funding: \$40M for 2020 Census Activities

Even though these proposals look similar, they are the basis for three-way negotiations leading up to passage of the NY State Budget.

Mrs. Dallas reported that, for the third straight year, the President’s federal budget proposes permanent elimination of the Institute of Museum and Library Services (IMLS), an independent federal agency that provides library and museum grants, policy development, and research. Defunding the IMLS would effectively end all federal funding of public libraries. The proposal would also cut funding to the Department of Education by 10% including support for the Innovative Approaches to Literacy program.

Mrs. Dallas conveyed the importance to reach out to our Congressional members and Senators to ask them to sign the LSTA and IAL support letters.

Mrs. Dallas shared information about two proposed JA Security Policy amendments that are on the Agenda.

Mrs. Dallas has been asked by CDLC to return to serve on the CDLC Board of Trustees, beginning July 1, 2019.

Mrs. Dallas reported that SALS has gotten responses to the Delivery RFP.

Erica Freudenberger and Mrs. Dallas have reached out to Census Coordinators to offer support for the census efforts. Posters and information about jobs supporting the Census were distributed through delivery to our member libraries. A high completion rate is crucial in upstate New York because of numerous factors.

Data from the Census may be used to:

- Determine the number of congressional representatives each state will have for the next decade.
- Distribute funds (e.g., block grants.)
- Plan infrastructure and transportation improvements.
- Prepare for emergencies, disaster relief, and resiliency planning and training activities.

The Hard-To-Count (HTC) groups include:

- Children under 5 years of age.
- Racial and ethnic minorities, limited English proficiency households, immigrants.
- Renters, residents who move often, alternative or overcrowded housing units, gated communities and publicly inaccessible multifamily units, persons displaced by natural disasters, persons experiencing homelessness, young mobile adults, and single-parent households.

The manner in which households will report will be through an online portal or by telephone, moving away from paper. If a household does not have computer access or phone, this could be problematic.

The Census Bureau provides an online interactive tool, the Response Outreach Area Mapper (ROAM), to help identify census tracts with HTC Groups.

Joint Automation Report:

Mr. Wise provided an update on JA activities. He stated that later in the meeting approval will be needed for two new JA Security Policies.

1. A requirement that all staff and volunteers who access Polaris to perform circulation responsibilities and provide access to the patron database must be 18 years of age or older or an emancipated minor.
2. A language change for the sentence “users must never save passwords for email on any mobile device” should be removed.

Other: None.

3. **Committee Reports:**

- a. Audit & Finance (R.Wise, chair): No report.
- b. Building (C. Connell, chair): Mrs. Dallas reported that the painting in the interior of the SALS building has been completed.

- 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): Ms. Lindner moved, seconded by Ms. Borden, that the purchase of 10 Chromebooks and the protector case be approved for the Summer Reading Program 2019. Ayes: All; Nays: None. Motion carried.
- g. Personnel (L. Borden, chair): Ms. Borden recommended and reviewed one application for the 2019 Continuing Education Challenge Grant. The Personnel Committee moved that the Clifton Park-Halfmoon Public Library staff member receive a grant of \$1,000 to support attendance at a four-day conference in Virginia in March 2019. Mr. Wise abstained. Motion carried.
- h. Trustee Nominating (D. Nemer, chair): Mr. Wise is willing to run for his 2nd term.

4. **Unfinished Business**: None

5. **New Business**:

- a. Approve member library variances (enclosure) Mrs. Dallas discussed the variances.
 - i. Mr. Wise moved, seconded by Ms. Cowin, to approve the Stillwater Building Variance (Standard Number 8 - space). Motion carried.
 - ii. Mr. Wise moved, seconded by Ms. Cowin, to approve the Stillwater Building Variance (Standard Number 8 - shelving) after a minor correction in language. Motion carried.
 - iii. Ms. Nemer moved, seconded by Ms. Borden, to approve the Richards Library Long Range Plan of Service Variance (Standard Number 2). Ms. Cowin abstained. Motion carried
 - iv. Ms. Nemer moved, seconded by Mr. Wise, to approve the Richards Library State of the Library Report Variance (Standard Number 3). Ms. Cowin abstained. Motion carried.
- b. *Approve signing of management representation letter:
Mr. Wise moved, seconded by Ms. Cowin, that the management representation letter be approved. Ayes: All; Nays: None. Motion carried.
- c. *Conference requests: None
- d. *Approve Cecily Corbett to the Coordinated Outreach Services Advisory Board:
Ms. Cowin moved, seconded by Ms. Nemer, to approve Cecily Corbett to the Coordinated Outreach Services Advisory Board. Ayes: All; Nays: None. Motion carried.
- e. *Approve two new JA Policies:
 - i. Mr. Wise moved, seconded by Ms. Borden, to approve the first Security Policy - a requirement that “all staff and volunteers who access Polaris to perform circulation responsibilities and provide access to the patron database must be 18 years of age or older or an emancipated minor.” Motion carried.
 - ii. Mr. Wise moved, seconded by Ms. Cowin, to approve the second Security Policy - a language change. The sentence “users must never save passwords for email on any mobile device” should be removed. Motion carried.
- f. *Approve Mrs. Dallas to serve on the CDLC Board of Trustees, beginning July 1, 2019.
Ms. Nemer moved, seconded by Mr. Wise, to approve Mrs. Dallas to serve on the CDLC Board of trustees in July. Motion carried.

6. **Director’s Council Report**: No report

7. **Announcements**: None.

Ms. McComb moved, Ms. Connell seconded, to adjourn the meeting. Adjourned 1:48 pm.

Respectfully submitted,

Cindy Mirra
Recording Secretary

* Items so marked are action items