

SOUTHERN ADIRONDACK LIBRARY SYSTEM

22 WHITNEY PLACE □ SARATOGA SPRINGS NY 12866-4596
(518) 584-7300 □ FAX (518) 587-5589

SALS Board Meeting □ **November 15, 2022** at 1 p.m.
at SALS Service Center and Virtually via Zoom

Minutes

The regular meeting of the Southern Adirondack Library System was held Tuesday, November 15, 2022, at the System Service Center, and brought to order at 1:00 p.m. with President Russell Wise presiding.

Present in-person were: Mmes. Beck, Connell, Cowin, Goodman, Kuhr, Lindner, Shapiro and Taylor; and Messr. Hornstein and Wise. Present via Zoom were: Mmes. Borden and Seifts. Also present were: Sara Dallas, SALS Director; Bob Jeffords, SALS Treasurer; Jill Ryder, SALS Assistant Director & Collection Management Consultant; Erica Freudenberger, SALS Outreach, Engagement & Marketing Consultant; Jack Scott, Technology & Youth Services Librarian; Colleen Smith, SALS Finance & Administration Manager; Pamela DelSignore, SALS System Services Support Assistant. Kristel Guimara, CVW - Long Lake Library Director.

Absent with prior notice were: None.

The meeting was recorded. <https://www.youtube.com/watch?v=dHOGslj6FDI>

- 1. Opening Announcements:** Mr. Wise informed the board that item 8.B.iv. – Approval of the Whitehall Library Minimum Standard Variance Request Form, will be omitted from the Agenda.
- 2. Public Comment:** None.
- 3. *Approval of Board Meeting Minutes of October 18, 2022** (enclosure):
Mr. Wise asked if there were any additions, corrections or deletions to the minutes of the October 18, 2022 meeting. Having none, receipt of the October 18, 2022 meeting minutes was approved and acknowledged to be filed for audit.
- 4. *Treasurer's Report and Monthly Budget Reports for October** (enclosure):
Warrants 2022-30 through 2022-31 and TA22-20 through TA22-21 (enclosure):
Mr. Jeffords reviewed the October Treasurer's and Monthly Budget Reports. Of note, due to current interest rates, funds were moved from the money market account and put into CDs of 90, 180 and 364 days.

Receipt of the October treasurer's report is acknowledged and filed for audit. (Copy attached to the Official Minutes.)

5. Director's Report (see attached): The Director's oral report was presented by Mrs. Dallas.

Mrs. Dallas reported on the following...

- Trustees were asked to submit their 2022 travel reimbursements.
- 2023 SALS Construction Challenge Grant was approved at \$50,000 in the SALS 2023 budget. Grant applications for up to \$5,000 will go out today or tomorrow.
- Sara's tour of a few SALS libraries with Emily Drabinski (ALA President Elect) went very, very well. Sara suggested that the SALS trustees also tour our libraries.
- NYLA Annual conference will be in Saratoga next year.
- Delivery challenges are being addressed to maintain high quality of service.
- Mrs. Dallas recommended that the board approve the minimum standard variances for the Hudson Falls Free Library, Fort Edward Free Library and the Stillwater Public Library.
- Saratoga County has included SALS funding in the 2023 draft budget for \$35,000. Mrs. Dallas has a meeting with Board of Supervisors in December regarding the budget.
- Mrs. Dallas thanked Assemblyman Matt Simpson for receipt of a \$25,000 grant in aid and for his advocacy of libraries.
- Roberts Rules of Order webinar was well received. Mrs. Dallas has sent out an email with ALA's Parliamentarian Adrian Stratton's answers to questions people had.
- Michele Largeteau is setting up a meeting/webinar for our system regarding cyber liability insurance.
- Michele Largeteau is also setting up phishing training to begin in January which will be annual going forward.

A. Joint Automation Report: Included in Director's Report (see attached).

B. Other: Jack Scott – The Great Giveback.

6. Committee Reports:

A. Audit & Finance (J. Lindner, chair): No report.

B. Building (C. Connell, chair): 2023 SALS Challenge Construction Grant applications to go out.

C. Bylaws Committee (J. Hornstein, chair): No report.

D. Central Library Aid and Services (M. Shapiro, chair): No report.

E. County Aid Coordinators (Seifts, Connell, Goodman, Cowin): No report.

F. Library Services (C. Kuhr, chair): No report.

G. Personnel (J. Lindner, chair): No report.

H. Trustee Nominating (J. Hornstein, chair): Mr. Hornstein reported that he is still actively seeking a potential replacement for Hamilton County.

7. Unfinished Business: None.

8. New Business:

A. *Approve Letter of Engagement from UHY, LLP: Mr. Hornstein moved, seconded by Ms. Lindner to approve the Letter of Engagement from UHY, LLP. Ayes: All; Nays: None; Abstentions: None. Motion carried.

B. Approve Minimum Standard Variance Request Forms:

- i) Fort Edward Free Library (enclosed): Mrs. Cowin moved, seconded by Ms. Beck to approve the Fort Edward Free Library Variance for Library Director. Ayes: All; Nays: None; Abstentions: None. Motion carried.

- ii) Hudson Falls Free Library Association (enclosed): Ms. Shapiro moved, seconded by Ms. Taylor, to approve the Hudson Falls Free Library Association Variance for their Community Based Plan of Service to be completed by June of 2023. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- iii) Stillwater Public Library(enclosed): Ms. Cowin moved, seconded by Ms. Borden, to approve the Stillwater Public Library Variance for Space and Shelving. Ayes: All; Nays: None; Abstentions: None. Motion carried.

9. Director's Council Report: No report. Next meeting on November 16, 2022.

Announcements: Next SALS Board Meeting: **January 17th, 2023**, at 1:00 p.m. at SALS Service Center and via virtually Zoom.

Mr. Wise adjourned the meeting at 1:43 pm.

Respectfully Submitted,
Pamela DeSignore

* Items so marked are action items