# 

## SALS Board Meeting • November 16, 2021, 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, November 16, 2021, 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, and Shapiro; and Messrs. Hornstein 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, Outreach & Engagement Consultant; Kristel Guimara, Director of Cornelius Vanderbilt Whitney Long Lake Public Library; Susan Rollings, Director of Town of Indian Lake Public Library; Lori Stokem, Director of Bancroft Public Library.

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

- 1. **<u>Public Comment</u>**: No comment.
- 2. \*Approval of Board Meeting Minutes of October 18, 2021 (enclosure):

Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the October 19, 2021, Board meeting. Ms. Kuhr moved, seconded by Ms. Lindner, to approve the minutes of the October 19, 2021, SALS Board meeting as distributed. Motion carried.

# 3. \*Treasurer's Report and Monthly Budget Reports for October 2021 (attached); warrants 2021-29 and TA 21-20 through TA 21-22 (available prior to meeting):

Mr. Jeffords reviewed the October 2021 Treasurer's and Monthly Budget Reports. Mr. Wise moved, seconded by Ms. Connell, that receipt of the October reports be acknowledged and filed for audit. (*Copy attached to the Official Minutes.*)

## 4. **<u>Director's Report</u>** (see attached):

Ms. Dallas reported that Colleen Smith accepted the position of Finance Manager and will begin on December 1<sup>st</sup> 2021. The hiring committee praised Ms. Smith's previous experience in libraries and her financial acumen.

The position of System Services Support Assistant has been posted and applications are due by December 6, 2021.

SALS has been awarded an ALA Libraries Transform Communities Grant. Maria Estrella, of the Cleveland Public Library, will facilitate a series of workshops for member libraries to develop and implement training on how to have inclusive conversations within their communities. Other

The new SALS VOIP phone system has almost been fully implemented and should be completed soon.

A. Joint Automation Report:

Mr. Wise reported that a JA meeting was held on November 10<sup>th</sup>.

JA noted that computer orders are running behind schedule due to supply chain issues.

JA is looking into Cyber Security Insurance, but it looks as though each library would need to purchase their own insurance plan and 2-Factor authentication would need to be enabled for all Office 365 users.

JA is also looking into providing training for member libraries on identifying phishing emails.

There was also a discussion about amending the fee structures for member libraries regarding telecommunications services.

B. <u>Other</u>: Tour of SALS' YouTube page.

Erica Freudenberger provided an overview of the SALS YouTube Channel and discussed ways in which SALS plans to provide new on-demand training for member libraries.

## 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 (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): No report

## 6. <u>Unfinished Business</u>: None

## 7. <u>New Business</u>:

- A. <u>\*Approve Letter of Engagement from UHY, LLP</u> Mr. Wise moved, seconded by Ms. Connell, to approve signing of the Letter of Engagement from UHY, LLP. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- B. <u>\*Approve 2021 Construction Grant</u> Ms. Connell reviewed twelve applicants for the 2021 Construction Grant.

Argyle Free Library

Create new circulation area

\$5,000

Mr. Hornstein moved to approve the Argyle Free Library's 2021 Construction Challenge Grant. Ayes: All; Nays: None; Abstentions: Ms. Kuhr. Motion carried.

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| Bolton Free Library<br>Mr. Hornstein moved to approve the Bolton<br>Ayes: All; Nays: None; Abstentions: None. N   | Redesign the library circulation desk<br>Free Library's 2021 Construction Challenge<br>lotion carried.       | \$5,000<br>Grant.       |  |
| Bancroft Public Library<br>Mr. Hornstein moved to approve the Bancro<br>Ayes: All; Nays: None; Abstentions: None. M                                       | Installed Handicap Operator hardware<br>oft Public Library's 2021 Construction Challe<br>lotion carried.     | \$5,000<br>nge Grant.   |  |
| Clifton Park-Halfmoon Public Library<br>Mr. Hornstein moved to approve the Cliftor<br>Challenge Grant. Ayes: All; Nays: None; Ab                          | Park-Halfmoon Public Library's 2021 Cons   | \$4,264<br>truction     |  |
|   | Painting<br>r Library's 2021 Construction Challenge Gra<br>lotion carried. **Before payment is issued the a  |                         |  |
| Richards Library<br>Mr. Hornstein moved to approve the Richar<br>Ayes: All; Nays: None; Abstentions: Ms. Cov  | Electrical Existing Conditions Survey<br>ds Library's 2021 Construction Challenge Gr<br>vin. Motion carried. | \$2,800<br>rant.        |  |
| Rockwell Falls Public Library<br>Mr. Hornstein moved to approve the Rockw<br>Grant. Ayes: All; Nays: None; Abstentions: N                                 | Replace carpet<br>vell Falls Public Library's 2021 Construction<br>None. Motion carried.                     | \$2,978<br>Challenge    |  |
| Town of Ballston Community<br>Mr. Hornstein moved to approve the Town<br>Challenge Grant. Ayes: All; Nays: None; Ab                                       | Library Accessible doors<br>of Ballston Community Library's 2021 Const<br>stentions: None. Motion carried.   | \$5,000<br>truction     |  |
| Town of Chester Public Library<br>Mr. Hornstein moved to approve the Town<br>Grant. Ayes: All; Nays: None; Abstentions: N                                 | Replace windows<br>of Chester Pubic Library's 2021 Construction<br>None. Motion carried.                     | \$5,000<br>n Challenge  |  |
| Town of Indian Lake Public Library<br>Mr. Hornstein moved to approve the Town<br>Challenge Grant. Ayes: All; Nays: None; Ab                               | Replace Siding<br>of Indian Lake Public Library's 2021 Constru<br>stentions: None. Motion carried.           | \$5,000<br>action       |  |
| Town of Lake Pleasant Public Library<br>Mr. Hornstein moved to approve the Town<br>Challenge Grant. Ayes: All; Nays: None; Ab                             | Landscaping<br>of Lake Pleasant Public Library's 2021 Const<br>stentions: Ms. Seifts. Motion carried.        | \$4,262<br>truction     |  |
| Waterford Public Library<br>Mr. Hornstein moved to approve the Waterf<br>Ayes: All; Nays: None; Abstentions: Ms. Con                                      | LEDS<br>Ford Public Library's 2021 Construction Chal<br>anell. Motion carried.                               | \$1,434<br>lenge Grant. |  |
| C. <u>*Approve 2021 Continuing Education Challenge Grant</u><br>Ms. Kuhr reviewed the four applicants for the 2021 Continuing Education Challenge Grants. |  |                         |  |

| Fort Edward Free Library    | Course at SUNY Adirondack  | \$745                |
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| Pember Library                       | Workshops   | \$1,000 |
| Town of Ballston Community Library   | Attend NYLA | \$822   |
| Round Lake Library                   | Attend PLA  | \$1,000 |

Mr. Hornstein moved to approve the 2021 Continuing Education Challenge Grants. Ayes: All; Nays: None; Abstentions: None. Motion carried.

## D. <u>\*Approve of Finance and Administrative Manager</u>

Mr. Wise moved, seconded by Ms. Borden, to approve Colleen Smith as the new Finance and Administrative Manager.

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

#### 9. <u>Announcements</u>:

Mr. Hornstein reminded everyone that we need three volunteers for the Officer Nominating Committee.

Ms. Connell moved, Ms. Shapiro seconded, to adjourn the meeting. Adjourned 1:42 pm.

Respectfully Submitted,

Jack Scott

\* Items so marked are action items