

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting ■ **November 17, 2020** at 1:00 p.m.
held virtually via GoToMeeting

MINUTES

The regular meeting of the Southern Adirondack Library System was held Tuesday, November 17, 2020, held virtually via GoToMeeting and brought to order at 1:02 p.m. with President Jordan Hornstein presiding.

Present were: Mmes. Borden, Connell, Cowin, Lindner, Seifts, Shapiro, and Taylor, and Messrs. Hornstein, Odess, 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; Dianne Winter, SALS Finance & Administration Manager.

Absent with prior notice: Mmes. Nemer and Kuhr.

1. **Public Comment:** None.

2. ***Approval of Board Meeting Minutes of October 20, 2020:**

Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the October 20, 2020 Board meeting. One incorrect date was noted by Ms. Winter. Mr. Odess moved, seconded by Ms. Lindner, to approve the October 20, 2020 minutes of the SALS Board meeting with the amendment. Motion carried.

3. ***Treasurer's Report and Monthly Budget Reports for October; Warrants 2020-26 through 2020-29 and TA20-21 through TA-22:**

Mr. Jeffords reviewed the October 2020 Treasurer's and Monthly Budget Reports. Ms. Connell moved, seconded by Mr. Wise, that receipt of the October report be acknowledged and filed for audit. Motion carried. (*Copy attached to the Official Minutes.*)

4. **Director's Report:**

Mrs. Dallas noted that several items were added to the agenda since it was originally shared, and thanked the board for their attention to these important items, including the auditor's engagement letter with UHY, LLP which will need approval. The audit is usually held in January.

SALS has received two quotes to replace the locks at the building as several are beginning to fail. We expect the work to be done in early 2021 after review by the Building Committee and approval by the Board. We are working with JA as lock systems are more advanced than a key and lock, so we are taking precautions to not purchase a product that would quickly become obsolete.

In the past few months, the following libraries reported new directors or director searches: Caldwell-Lake George Library, Bancroft Public Library (Salem), CVW Long Lake Public Library, Argyle Free Library,

and Town of Johnsburg Library. As a result, SALS staff are doing a number of new director trainings. Since Mrs. Dallas began working at SALS (17 years) – the director turnover has been just over 82% in the 34 member libraries.

Mrs. Dallas was happy to report that the State has granted the Bancroft Public Library its registration. Board President Ed Donahue, and the rest of the board, should be commended for their hard work.

Mrs. Dallas is cautiously optimistic regarding county-level funding for 2021. As of now, library funding has been included in the draft county budgets for 2021 (Warren, Hamilton, and Saratoga). The Saratoga County funding is particularly important, as it funds a large portion of our e-content, which is being used now more than ever. Mrs. Dallas thanks all advocates for their hard work in trying to secure this funding.

SALS continues to help library staff and boards regarding COVID and library services. Mrs. Dallas invited Jack Scott to present some of the tools the staff have created and are available on the SALS website. Tools include: Library Services survey responses, updated weekly; SALS on Pause COVID page updated to address Cluster Action Initiative; and Continuation of Operations Plan template form. Mrs. Taylor asked how information is shared in the case that a library is without a director, and Mrs. Dallas responded that these tools are shared both with Directors and Board Presidents.

Mrs. Dallas reported that SALS is eligible to receive \$39,900 from IMLS in CARES funding. The grant application is due at the Division of Library Development on Dec 9, 2020. Because this is a federal grant, it requires a great deal of reporting. Eric Trahan and Mrs. Dallas spoke with DLD staff regarding a joint project where the money could be used to pay for some of the JA services that improve digital services, and expect an answer from the State by the end of the week. This approach could free up other SALS funds to grant out to member libraries separately, which could be handled as a budget amendment in 2021. DLD let Mrs. Dallas know the application does not have to be approved by the board, and can be signed by the System Director.

The SALS Board of Trustees approved a social justice statement over the summer. Included in that statement is: "as trusted community institutions, public libraries must work for the public good by ensuring equitable, diverse, and inclusive libraries that are robust, brave spaces for difficult conversations. We will routinely review policies, procedures, and structures for bias and will collaborate with our libraries and communities to do the same."

One could argue the public library catalog – an ingrained image of a public library – and some of the subject headings within the catalog are problematic. One example is the term "Illegal Aliens." The American Library Association passed a resolution to change the subject heading, "illegal aliens," and the Library of Congress approved the change. However, it takes an act of Congress to approve the change, and Congress voted it down. Libraries throughout the country are examining the subject headings, and changes are being made. We need to begin addressing this issue. There are other problems within the Dewey decimal system. For example, Native American religion and spirituality materials are currently shelved in 398 (folklore), not in the 200s (religion). During the JA Council meeting, the issue was introduced for discussion. Kari Kakeh (CDLC) told us the area University Libraries are also exploring this issue. Mrs. Dallas reported that this is an ongoing discussion, and since it is a two-system catalogue, it will take both groups agreeing to the changes, and how to proceed.

Ms. Borden asked about the written Director's Report regarding the Washington Correctional Facility and funding for materials. Ms. Freudenberger responded that the contract states a facility must have a full-time librarian in order to receive their funds for a given year. She reached out to a contact at DOCCS, the

equivalent of SALS for correctional facilities, about how to improve the situation, but has not yet received a response.

A. Joint Automation Report:

Mr. Wise reported on the November 12th JA Council meeting. The last PCs of the mid-year orders have been delivered, and the end of year orders were due November 13th.

Website migrations to the updated GoDaddy server are continuing and going well.

GLE RFID equipment has been ordered and is expected to be installed in mid-winter.

JA staff is waiting on Quipu’s test site relative to patron self-registration status. The system trainers are still working with 3rd party vendors to determine if they can allow the temporary PACREG cards to access their content. The concern is, can they accept those barcodes, and when the patron completes registration, it will be seamless to move to the new barcode. Overdrive can accommodate this. Hoopla & Kanopy looks possible, while Freegal ability is uncertain. Jill is working with Clifton Park- Halfmoon Public Library regarding cloudLibrary. The final plan will be to have this all part of the PAC.

Ms. Largeteau is working with III to request COVID-19 relief. She has asked for reduced annual increases for an extension of the contract. There is a 3% increase per year on the Hosted contract and up to 5% on the Polaris licenses. She requested fee increases of 0% in year 1, 0% in year 2, 2.5% in year 3, and 3% in year 4, but has yet to receive a response from III.

Mr. Wise reiterated Mrs. Dallas’ comments from the Director’s Report regarding subject heading changes for the catalog.

The Greenwich Free Library will work with Chris Mundell and Adirondack Cable next week. JA staff will reach out to the Amsterdam Free Library regarding the status of its building project.

Mr. Wise reported that the Annual Fee meeting will take place December 8, 2020 at the Clifton Park- Halfmoon Public Library, and all are invited to attend.

The JA Council approved Guin Forshey to join in January 2021, after Kathy Naftaly’s term expiration at the end of 2020.

B. Other: None.

5. Committee Reports:

- A. Audit & Finance (R. Wise, chair): None.
- B. Building (C. Connell, chair): None.
- C. Bylaws Committee (R. Wise, chair): None.
- D. Central Library Aid and Services (D. Nemer, chair): None.
- E. County Aid Coordinators (Seifts, Connell, Odess, Cowin): Ms. Seifts noted that Hamilton County isn’t planning to make any funding cuts at this time.
- F. Library Services (C. Kuhr, chair): None.
- G. Personnel (L. Borden, chair): None.
- H. Trustee Nominating: (E. Cowin, chair): None.

6. Unfinished Business:

7. New Business:

A. * Approve SALS Operational Plan – Global Health Crisis Contingency

Ms. Winter briefly reviewed the requirements set forth by the state for the plan, which was shared electronically on November 3rd.

Mr. Wise moved, seconded by Mr. Odess, to approve the SALS Operational Plan – Global Health Crisis Contingency. Motion carried.

B. * Approve [LGS-1 Retention and Disposition Schedule for NY Local Government Records](#)

Ms. Winter explained the updated retention policy encompasses and streamlines the retention policy SALS already has on file, but that it is necessary to adopt this updated policy as a matter of record.

Ms. Borden moved, seconded by Ms. Connell, to adopting LGS-1 Retention and Disposition Schedule for NY Local Government Records. Motion carried.

C. * Approve appointment of Guin Forshey, Crandall Assistant Director, to JA Council

Mr. Wise moved, seconded by Ms. Connell, to approve appointment of Guin Forshey to the JA Council. Motion carried.

D. * Approve Letter of Engagement from UHY, LLP

Mr. Wise moved, seconded by Ms. Seifts, to approve signing of the letter of engagement with UHY, LLP. Motion carried.

E. * Approve 2020 JA Budget amendments

JA Budget Amendment Proposal					
12-Nov-20					
Line Item	Reason for Change	Add	Subtract	Budget	New Value
203 Equipment			13,892	49,000	35,108
431 Hardware Maint	Barracuda & extended warranties	3,866		2,000	5,866
431 Software Maint	E-card	4,000		109,916	113,916
431 Polaris Hosting	2019 invoices received in 2020	6,026		42,550	48,576
		13,892	13,892	203,466	203,466

Mr. Wise reported no change to bottom line of the JA budget. The group spent less on equipment than anticipated, and had increased expenses on hardware and software maintenance as well as a few previous-year expenses for Polaris. The amendment was approved at JA Council meeting on November 12th, but it also requires MVLS and SALS board approval. Moved by Mr. Wise, seconded by Mr. Odess, to approve the JA Budget Amendment.

8. Director’s Council Report: None.

9. Announcements:

Ms. Connell brought up a WSJ article about UVC germicidal lighting and its effectiveness and offered to share with the group.

Ms. Borden received a questionnaire from NYLA about whether medical conferencing is taking place in libraries. No members of the board reported that their libraries were offering these services. Ms. Freudenberger noted that one of the challenges of offering this service is that many of our libraries are small, which makes the requisite privacy difficult.

Mr. Wise noted the Friends of the Library Section of NYLA is presenting its award to the Clifton Park-Halfmoon Public Library's Friends group.

Meeting adjourned at 1:57 p.m. Moved by Ms. Connell, seconded by Ms. Shapiro. Motion carried.

Respectfully submitted,

Dianne Winter