

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **November 17th, 2015** at 1:01 p.m.
at the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, November 17th, 2015 at the System Service Center and brought to order at 1:01 p.m. with Vice President Jordan Hornstein presiding.

Present were: Mmes. Borden, Connell, Debus, McComb, Nemer and Messrs. Hornstein, Mays, Odess, Plantier and Wise. Also present were: Sara Dallas, Director at SALS, Bob Jeffords, SALS Treasurer, Jennifer Ferriss, SALS Assistant Director & Community Liaison, Laurie Buckley, SALS Outreach & Marketing Consultant, Jill Ryder, SALS Collection Management Consultant, Jill Martz, Administration & Finance Manager at SALS and Tim McDonough, Waterford Public Library.

Excused absence: Ms. Payne and Mr. Mezzano.

1. **Approval of Board Meeting Minutes of October 20, 2015:** Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the October 20, 2015 Board meeting minutes. Mrs. Borden moved, seconded by Ms. Debus, to approve the minutes of the October 20, 2015 SALS Board meeting as distributed. Motion carried.
2. **Treasurer's Report and Monthly Budget Report for October; warrants:** Mr. Jeffords reviewed the October Treasurer's report. Mr. Wise moved, seconded by Mrs. Borden, that receipt of the October report be acknowledged and filed for audit. Motion carried. Warrants 2015-34 through 2015-36 and TA15-21 through TA15-22 were available for Board perusal. (*Copy attached to the Official Minutes*).
3. **Director's Report** (*in addition to the written report sent out with the Board Meeting packets*):
 - A. Mr. Wise, the SALS representative to the Joint Automation Council, reported that the final PC group order was placed for 2015. Over 70 PC's and laptops were purchased. The Polaris upgrade is set to occur 12/1 through 12/2/2015. It was suggested that SALS/MVLS may not need to do 3 upgrades per year. Various library building projects were discussed. Purchasing Cyber insurance is being investigated. Other topics discussed included Collection Agency Manager, Zepheira, Web hosting, Credit cards, and Enriched EDI. JA staff has been working with and training the new Clifton Park-Halfmoon Public Library IT staff. A class action suit was filed and may offer some refunds for previous monitor purchases. The meeting dates have been set for 2016. The next JA meeting will be held January 15, 2016, 9:30 am at SALS.
 - B. Mrs. Dallas shared the quote for Cyber insurance which will protect SALS and JA in case of a security breach. The cost quoted was \$1,291 annually.
 - C. Mrs. Dallas requested Jill Ryder's request be approved to attend the IUG Conference 3/15-3/18/2016. Mr. Mays moved, seconded by Mrs. McComb that Jill Ryder's travel to the IUG conference be approved. Motion carried.
 - D. Mrs. Dallas asked Laurie Buckley to summarize the two projects mentioned in the Director's Report. Ms. Buckley presented the Work Ready Grant and the Culture of Health Study.
 - E. Jennifer Ferriss presented the ILEAD video "Helping All Trustees Succeed" in which some SALS Trustees were featured.

4. **Committee Reports:**

- A. Audit & Finance: No report.
- B. Building: No report. Mr. Mays will be sending out an email to the building committee with updates.
- C. Bylaws Committee: No report. (see unfinished business)
- D. Central Library Aid and Services: no report.
- E. County Aid Coordinators: Mrs. Dallas reported the Saratoga County has budgeted for an additional \$1,600 increase and the Warren County budget has an increase of \$10,000.
- F. Library Services: No report.
- G. Personnel: No report.
- H. Trustee Nominating: No report.

5. **Unfinished Business :**

A. Presentation of final revised bylaws: Mr. Wise moved, seconded by Ms. Debus to suspend the 15 day advance notice of revisions. Motion carried. Mrs. McComb moved, seconded by Mrs. Connell the SALS bylaws be approved as presented. (*Copy attached to the Official Minutes*). The Board thanks Ms. Debus for her work on the bylaw revision.

6. **New Business:** None.

7. **Director's Council Report**: Ike Pulver, Chair of the Director's Council, scheduled a Directors Council meeting on December 16th 2 PM – 4 PM at the Richards Library in Warrensburg. It will include a webinar "Outcome Based Budgeting for Beginners".

8. **Announcements:**

Next SALS Board Meeting will be on held January 19, 2016 at 1 p.m.

Ms. Debus moved, seconded by Mr. Odess to adjourn the meeting. Motion carried. Meeting was adjourned at 1:58 p.m.

Respectfully submitted,

Jill Martz
Recording Secretary