

SALS Board Meeting
November 18, 2025 at 1 p.m.
At the System Service Center and Virtually via Zoom

Minutes

The regular meeting of the Southern Adirondack Library System was held November 18, 2025, at the System Service Center and via Zoom, and brought to order at 1:00 p.m. with President Carol Kuhr presiding.

1. Call to order
2. Roll Call

Present in-person were: Mmes. Beck, Crocker, Goodman, Lindner, McCrum, Partello, and Shapiro; and Messrs. Hornstein and Shaginaw. Present via Zoom was SALS Treasurer Bob Jeffords. Also present in person were Kim Bolan, SALS Executive Director; Jack Scott, Outreach & Technology Consultant; Pamela DelSignore, SALS Finance & Administration Manager; and Lisa Christopher, System Services Support Coordinator. Present via Zoom was Jill Ryder, SALS Assistant Director & Collection Management Consultant.

3. Adoption of the Agenda

Ms. Kuhr asked if there were any comments or corrections to the adoption of the November 18, 2025 agenda. Having none, Ms. McCrum moved to adopt the agenda, seconded by Ms. Shapiro. Ayes: all; Nays: None; Abstentions: None.

4. Approval of Board Meeting Minutes of October 21, 2025

Ms. Kuhr asked if there were any comments or corrections to the minutes of the October 21, 2025 meeting. Having none, Ms. Lindner moved, seconded by Mr. Hornstein to approve the minutes of the October 21, 2025 meeting. Ayes: all; Nays: None; Abstentions: None.

5. Treasurer's Report and Monthly Budget Reports for October 2025

Mr. Jeffords reviewed the October Treasurer's and Monthly Budget Reports, including revised September 2025 warrant. Receipt of the October reports was acknowledged and filed for audit. (Copy attached to the Official Minutes).

6. Executive Director's Report

Ms. Bolan's report included the following:

- Ms. Bolan visited the Clifton Park Halfmoon Public Library on November 4. The remainder of member library visits will take place in December.
- Ms. Bolan and Ms. DelSignore continue to work with Priority One Payroll to transition SALS to a paperless online system. Ms. Bolan, Ms. DelSignore, and Ms. Ryder will be trained on the system next week, to be followed by a train-the-trainer approach to training the rest of SALS staff.

- The Capital District Library Council is working on their plan of service. All members are encouraged to submit feedback via their survey or online forums. Ms. Bolan relayed the information to all member directors.
- The Executive Director's Council will begin submitting a report in 2026, with Faith St. John, Director of the Argyle Free Library, taking over as Council Chair.
- DASNY (Dormitory Authority of the State of New York) has not yet announced the 2025 State Aid for Library Construction funding.
- Jack Scott, Outreach & Technology Consultant reviewed the Summer Reading Report for 2025; this year's theme was Color Our World. Mr. Scott noted that participation data exceeds pre-pandemic years. Mr. Scott also answered questions regarding IMLS funding, and the themes for summer reading.
- Ms. Bolan, Ms. Ryder, and Mr. Scott attended the NYLA Annual Conference in Saratoga Springs on November 5 and 6.
- Ms. Bolan has been invited to help lead a new initiative called the Saratoga Writers Center.
- Ms. Bolan recognized the Crandall Public Library on the passing of their 2026 budget. The Greenwich Public Library, The Richards Library, and the Lake Pleasant Public Library are also highlighted in the Member Library Spotlight.
- Joint Automation Update: Ms. Bolan shared the SALS/MVLS agreement is in the works. The Joint Automation Project Manager position has been posted and applications are being accepted. Mr. Shaginaw shared that the JA Fees meeting will take place December 10 at the Clifton Park Halfmoon Public Library, and highlighted JA for resolving spam activities from a domain posing as Microsoft.

7. Board Committee Reports

No reports. Ms. Kuhr noted to stay tuned for review of bylaws and existing committees.

8. Unfinished Business:

- Approve SALS 2026 Proposed Budget: Ms. Bolan reviewed two comments from member libraries regarding the SALS 2026 Proposed Budget, including one comment concerning the SALS Challenge Grant, and a second regarding benefits for small library directors. Ms. Beck moved to approve the SALS 2026 Proposed Budget, seconded by Ms. Partello. Ayes: all; Nays: None; Abstentions: None.
- The Queensbury Hotel has provided two options for the 2026 Board of Trustees Annual Meeting: The board will review the two meal options for the meeting. Ms. Shapiro, Mr. Hornstein, and Ms. McCrum volunteered to form an ad hoc committee and will make recommendations for the annual meeting.

9. New Business:

- Approve Letter of Engagement from SALS' auditing firm: Mr. Hornstein asked if any content had changed in the letter from prior years, and Mr. Jeffords clarified that the content was the same. Mr. Hornstein moved, seconded by Ms. Crocker to approve the Letter of Engagement. Ayes: all; Nays: None; Abstentions: None.

10. Announcements

Ms. Kuhr reminded everyone to turn in completed and signed 2025 travel reimbursement forms and report trustee training before the end of the year. Ms. Kuhr noted Ms. Bolan is working on a public comment policy.

11. Public Comment

There were no public comments.

12. Other Business

13. Adjournment

The meeting was adjourned at 1:33pm.

Next SALS Board Meeting: January 20, 2026 at 1:00 p.m. at SALS Service Center.

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