

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **November 18, 2014** 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 18, 2014 at the System Service Center and brought to order at 1:01 p.m. with Vice President Jordan Hornstein presiding.

Present were: Mmes. Connell, Debus, Hoover, McComb, and Nemer and Mssrs. Hornstein, Odess, Plantier and Wise. Also present were: Sara Dallas, Director at SALS, Bob Jeffords, SALS Treasurer, Jennifer Ferriss, SALS Assistant Director & Community Liaison, and Jill Martz, Administration & Finance Manager at SALS. Excused absence: Ms. Payne, Mr. Mezzano, and Mr. Mays.

1. **Approval of Board Meeting Minutes of October 28, 2014:** Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the October 28, 2014 Board meeting. Mrs. McComb moved, seconded by Mr. Wise, to approve the minutes of the October 28, 2014 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. Odess moved, seconded by Mr. Plantier, that receipt of the October report be acknowledged and that they be filed for audit. Motion carried. Warrants 2014-31 through 2014-33 and TA14-21 through TA14-22 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. **Joint Automation Report:** Mrs. Dallas reported Mr. Jeffords will be requesting a 2014 JA budget amendment. The minutes from the JA meeting were shared and passed around.
 - B. **Other:** Mrs. Dallas reported the Conflict of Interest policy approved at the October board meeting is in each trustee's folder. Trustees are asked to fill out addendum C, sign the policy and return to SALS for the official files. The SALS staff will be asked to fill out their forms next week.
 - C. The Board and staff thanked Nancy Bowen for bringing the treats for today's Board meeting.
 - D. Mrs. Dallas discussed the USA Freedom Act.
 - E. Mrs. Dallas discussed the NYS budget process. Libraries have not received full funding as defined in NY State Education Law. NYLA is carrying out a concerted effort including meeting with the Governor's budget staff to see at least the same funding next year as was received this year.
 - F. Mrs. Dallas discussed open meeting laws. All Systems and libraries should abide by them. It is important to be transparent and proactive.
 - G. Mrs. Dallas passed around a card to be signed for former Board member Jim Mosher to let him know we are thinking of him.
4. **Committee Reports:**
 - A. **Audit & Finance:** No report.
 - B. **Building:**
 1. Munter Enterprises completed the masonry project in the computer room.
 2. SALS is in the process obtaining quotes for the HVAC contract.
 - C. **Bylaws Committee:** Ms. Debus discussed changes, deletions and corrections to section 4 of the by-laws. She will continue to present suggested revisions by section at subsequent meetings. When the review is complete, a draft will be presented.
 - D. **Central Library Aid and Services:** No report.
 - E. **County Aid Coordinators:** Saratoga County has \$30,600 in the 2015 draft budget for SALS. Saratoga County aid is used to purchase e-content.

- F. Library Services: SALS Challenge Grants are due in mid-December. There have been many calls requesting information.
- G. Personnel: No report.

H. Trustee Nominating: Upcoming expirations of terms:

(1) *Judy Hoover (Washington County)--completing second five-year term; a recommendation for a replacement from Washington County is needed*

The following have all agreed to continue:

- (2) *Christine Connell (Saratoga County) – up for 1st term*
- (3) *Jordan Hornstein (Hamilton County) – up for 2nd term*
- (4) *Karen McComb (Hamilton County) – up for 2nd term*
- (5) *John Plantier (Warren County) – up for 2nd term*

All of the trustees, except Ms. Hoover, expressed interest in serving for a full first term or second term.

5. **Unfinished Business :**

A. Board resolution to authorize the Treasurer online access to view and transfer between accounts at Saratoga National Bank: Mr. Odess moved, seconded by Ms. Hoover. Motion carried. (Copy attached to the Official Minutes).

B. Review, discuss, approve policies: Workplace violence and Harassment policy have been updated and will be voted on at the January 2015 meeting.

C. Schuylerville Variance: Ms. Debus moved, seconded by Mr. Plantier the Board approve a variance for the Long Range Plan (#2). The Long Range Plan of Service will be completed no later than March 31, 2015. It is a community based plan (using the PLA Planning for Results model). Motion carried. Variance #11 requiring a Director with an MLS was discussed.

6. **New Business:**

A. Approve proposed 2014 JA Budget Amendments: Mr. Wise moved, seconded by Mr. Odess that the JA Budget amendments to transfer \$3,968 from equipment to: hardware maintenance \$3,090, membership \$205 and utilities and fuel \$673. Motion carried.

B. SALS Cookie Exchange/Holiday Luncheon: It will be held December 15th at noon. The Board, staff and retirees are invited to attend.

7. **Director’s Council Report**: no report.

8. **Announcements:**

Next SALS Board Meeting will be on held January 20, 2015 at 1P.M.

Mr. Odess moved, seconded by Ms. Connell to adjourn the meeting. Motion carried. Meeting was adjourned at 2:25 p.m.

Respectfully submitted,

Jill Martz
Recording Secretary