

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS (Southern Adirondack Library System) Board Meeting □

November 19, 2024 at 1 p.m.

at the SALS Service Center and Virtually via Zoom

Minutes

The regular meeting of the Southern Adirondack Library System was held November 19, 2024, at the System Service Center and via Zoom, and brought to order at 1:00 p.m. with President Carol Kuhr presiding.

Present in-person were: Mmes. Beck, Borden, Connell, Goodman, Kuhr, Lindner, and Shapiro; and Messr. Shaginaw. Also present were: Sara Dallas, SALS Director; Bob Jeffords, SALS Treasurer; Jill Ryder, SALS Assistant Director & Collection Management Consultant; Erica Freudenberger, SALS Outreach, Engagement & Marketing Consultant; Jack Scott, Technology & Youth Services Librarian; Colleen Smith, SALS Finance & Administration Manager; Pamela DelSignore, System Services Support Coordinator; and Debra Flint, Director Galway Public Library.

Absent with prior notice was: Mmes. Cowin.

Absent without notice was: Mmes. Vineyard

The meeting was recorded. <https://youtu.be/vKM8BOWpxcw>

- 1. Announcements:** Ms. Kuhr reminded the board to please report trustee training before the end of the year. Mrs. Dallas reminded the board to please report their mileage for 2024.
- 2. Public Comment:** None.
- 3. *Approval of Board Meeting Minutes of October 15, 2024:**
Ms. Kuhr asked if there were any comments or corrections to the minutes of the October 15, 2024, meeting. Having none, Ms. Borden moved, seconded by Ms. Beck to approve the minutes of the October 15, 2024 meeting. Ayes: All; Nays: None; Abstentions: None.
- 4. *Treasurer's Report and Monthly Budget Reports for October:**
Warrants 2024-27 through 2024-29 and TA24-20 through TA24-22:
Mr. Jeffords reviewed the October Treasurer's and Monthly Budget Reports.

Ms. Kuhr asked if there were any questions on the report. Having none, receipt of the October reports was acknowledged and filed for audit. (Copy attached to the Official Minutes.)

5. Director's Report: (see attached):

Mrs. Dallas' report included the following:

- The Annual Joint Automation Audit and Finance Committee meeting to determine the fees for 2026 will take place at 9:30am on December 11th, 2024 at the Clifton Park-Halfmoon Public Library.
- On Sunday, November 24th, the vendor, iii innovative a Part of Clarivate, will do a data transfer of Schenectady County Public Library (SCPL) patrons and holdings at 5:30 pm, the close of business. SCPL will then be on its separate catalog.
- SCPL patrons may still borrow materials from SALS libraries (depending upon each library's lending policies). They must place the holds on the shared MVLS/SALS catalog for pick up at a SALS or MVLS library other than SCPL. A best practice is that if a Schenectady County resident borrows materials from SALS' libraries, the materials should be returned to a SALS or MVLS library still on the shared catalog to clear the borrower's record.
- Mrs. Dallas thanked the Joint Automation staff and Jill Ryder for their professionalism.
- The new SALS AED (automated external defibrillator) has arrived. Training will be done in the new year.
- Mrs. Dallas talked about the Core Values and the mission of SALS

OUR MISSION:

The Southern Adirondack Library System provides leadership, effective and efficient services, continuing education, and technology to support member library services to all residents of Hamilton, Saratoga, Warren, and Washington counties.

OUR VISION:

The Southern Adirondack Library System works with its member libraries to provide exceptional services to support thriving, resilient communities in Hamilton, Saratoga, Warren, and Washington counties.

The American Library Association's Core Values articulate the profession's principles and highest aspirations. They are meant to guide and unite library workers, including staff, volunteers, trustees and advocates and others who contribute their talents, expertise and dedication to furthering SALS' mission.

- Access: provides opportunities for everyone in the community to obtain library resources and services with minimal disruption.
- Equity: Library workers play a critical role in fostering equity by actively working to dismantle barriers and create spaces with minimal disruption.
- Intellectual Freedom and Privacy: Intellectual freedom empowers people to think for themselves and to make informed decisions while respecting each individual's dignity and independence.
- Public Good: Public good is working to improve society and protect the rights to education, literacy, and intellectual freedom. Libraries are an essential public good and are fundamental institutions in democratic societies.
- Sustainability: Sustainability means making choices that are good for the environment, make sense economically, and treat everyone equitably. Sustainable choices preserve physical and digital resources and keep services useful now and into the future.

Please continue to advocate for the Freedom to Read in public and school libraries and for adequate funding to support school, public, academic, and library systems.

- Mrs. Dallas reported that she was contacted by Hamilton County to attend a Supervisor’s meeting to speak about how the Hamilton County library funds are being used and their impact on their residents.
 - Saratoga County has released their draft budget and SALS has been reduced by \$5,000. Mrs. Dallas asked the board to please advocate for SALS to not only get back the \$5,000, but to give SALS more.
 - Mrs. Dallas announced that she will be out of town beginning a two-week vacation on November 25th and returning on December 9th.
- A. Other:
B. Joint Automation Report: Included in Director’s Report (see attached).

6. Committee Reports:

- A. Audit & Finance (T. Shaginaw, chair): No report.
- B. Building (C. Connell, chair): Ms. Connell reported that SALS has a new parking lot!
- C. Bylaws Committee (L. Goodman, chair): No report.
- D. Central Library Aid and Services (M. Shapiro, chair): No report.
- E. County Aid Coordinators (C. Connell, L. Goodman, E. Cowin, N. Vineyard): No report.
- F. Library Services (E. Cowin, chair): No report.
- G. Personnel (L. Borden, chair): Ms. Borden mentioned that the committee should meet in December to review the Employee Handbook which will be presented at the January board meeting.
- H. Trustee Nominating (J. Lindner, chair): Ms. Lindner reported that nominations are in progress.

7. Unfinished Business:

8. New Business:

- A. Space needed for the Saratoga Springs Public Library’s volunteer-staffed library literacy services.
- B. *Approve Letter of Engagement from UHY, LLP:
Mr. Shaginaw moved, seconded by Ms. Shapiro to approve the Letter of Engagement from UHY, LLP. Ayes: All; Nays: None; Abstentions: None.
- C. *Approve Alex Gutelius to JA Council for a three-year term beginning January 1, 2025:
Ms. Connell moved, seconded by Ms. Lindner to approve Alex Gutelius to JA Council for a three-year term. Ayes: All; Nays: None; Abstentions: None.
- D. *Approve Michele Barron to JA Council for a three-year term beginning January 1, 2025:
Ms. Connell moved, seconded by Ms. Beck to approve Michele Barron to JA Council for a three-year term. Ayes: All; Nays: None; Abstentions: None.
- E. *Approve Minimum Standard Variance Request Forms:
Ms. Shapiro moved, seconded by Ms. Goodman to approve the Ballston Spa Public Library’s Variance Request for their Bylaws. Ayes: All; Nays: None; Abstentions: None.

Ms. Lindner moved, seconded by Ms. Beck to approve the Ballston Spa Public Library’s Variance Request for their Annual Report to the Community. Ayes: All; Nays: None; Abstentions: None.

Ms. Goodman moved, seconded by Ms. Beck to approve Fort Edward Free Library’s Variance Request for their Paid Director. Ayes: All; Nays: None; Abstentions: None.

Ms. Beck moved, seconded by Ms. Borden to approve Hudson Falls Free Library Association’s Variance Request for their Plan of Services. Ayes: All; Nays: None; Abstentions: None.

Ms. Shapiro moved, seconded by Mr. Shaginaw to approve the Stillwater Public Library’s Variance Request for their Space. Ayes: All; Nays: None; Abstentions: None.

Ms. Lindner moved, seconded by Ms. Beck to approve the Stillwater Public Library’s Variance Request for their Shelving. Ayes: All; Nays: None; Abstentions: None.

F. Nominations for 2025 Annual Meeting: Nominations are in development and names will be put forward.

9. **Director’s Council Report**: Debra Flint, Director of the Galway Public Library and chair of the SALS’ Director’s Council presented the following:

The Director’s Council meets every other month via zoom

The meetings provide a chance for the directors to meet, share information, concerns, and to ask questions.

SALS staff join the meetings and give updates and vendors sometime meet as well.

Announcements:

Next SALS Board Meeting: **January 21st, 2025**, at 1:00 p.m. at SALS Service Center and virtually on Zoom.

The meeting adjourned at 1:55 p.m.

Respectfully Submitted,
Pamela DelSignore – System Services Support Coordinator

* Items so marked are action items