

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • November 20, 2018 at 1 p.m.
at the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held Tuesday, November 20, 2018 at the System Service Center and brought to order at 1 p.m. with President Jordan Hornstein presiding.

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

Absent with prior notice were: Mme. Nemer and McComb.

1. **Public Comment:**

2. ***Approval of Board Meeting Minutes of October 16, 2018** (enclosure):

Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the October 16, 2018 Board meeting. Ms. Borden moved, seconded by Ms. Kuhr, to approve the minutes of the October 16, 2018 SALS Board meeting as distributed. Motion carried.

3. ***Treasurer's Report and Monthly Budget Report for October 2018** (available at meeting);
warrants (available at meeting):

Mr. Jeffords reviewed the October Treasurer's and Monthly Budget Report. Mr. Wise moved, seconded by Mr. Odess, that receipt of the October reports be acknowledged and filed for audit. Motion carried. Warrants 2018-30 through 2018-32 and TA18-22 through TA18-23 were available for Board perusal. (*Copy attached to the Official Minutes.*)

Mr. Jeffords discussed the possibility of opening up CDs with varying terms now that rates have improved. Ms. Winter has provided him with cash flow projections which he will use as he researches available options. More information to follow in the coming months.

4. **Director's Report** (enclosure):

Mrs. Dallas reminded Trustees to submit their mileage sheets for 2018 to Ms. Winter for reimbursement prior to year-end.

Mrs. Dallas brought draft JA policies to the group's attention. One deals with identification information in patron registration and the other with fines and fees. This will be discussed in detail under New Business.

A development at Raquette Lake Free Library was brought to the Board’s attention. A patron is concerned about how her financial contribution is being administered by the library. The patron has been in touch with Mrs. Dallas and Mr. Hornstein, and Mrs. Dallas is working with the library to develop a gift and donation policy.

Mrs. Dallas and Ms. Freudenberger have been working with libraries to develop community based plans of service. She will also speak with Supervisor of the Town of Horicon about SALS and libraries. Efforts are being made to remind member libraries that their websites are the doorway into their libraries. Mr. Scott is available to help format and make recommendations to improve websites.

Mrs. Dallas is pleased to report that library funding appears in the draft budgets for Warren, Saratoga, and Hamilton counties for 2019. The funds from Warren and Hamilton counties are distributed to the libraries. Saratoga County funds are used for downloadable e-content.

Mrs. Dallas noted that later in the meeting, the Trustees would need to approve the allocation of additional State Aid for Library Construction.

SALS received an email from the State to confirm libraries in its service area. This is a step toward receiving state Senate Grant-in-aid, which we expect to be disbursed shortly.

Mrs. Dallas is looking into and gathering information regarding retirement benefit requirements for town, school district, and special district libraries.

Mrs. Dallas will co-host a webinar about Public Librarianship for the ALA New Members Round Table of ALA in February 2019. It will be approximately 50 minutes with a Question and Answer session following the presentation. Potential focus areas for each library type: description of specific library environment and job types; education requirements; helpful skills; application process; resume/cover letter tips; interview tips; and what those libraries are looking for.

A discussion of the Sexual Harassment Prevention Training program. Mrs. Dallas shared information with all libraries last week about SALS’ effort to make available low-cost training. It was requested that a follow-up email be sent to clarify how to participate, which Ms. Winter volunteered to address. A question was also raised regarding whether a person who holds positions with two different employers is required to be trained by both organizations. Ms. Winter will research this question and report back.

A. Joint Automation Report:

The November Joint Automation Council meeting was not held due to lack of quorum, but Mr. Wise provided an informal report.

December 7th is the year-end group order deadline. The Gloversville construction project is finished and the building opened on November 4th. Ft. Plain, Galway, and Schenectady construction projects are all in-process.

Mr. Wise reported that the patron statistical class project is in testing mode at Saratoga Springs Public Library. This project prevents staff from having to guess a new patron’s statistical class. The program will now automatically fill in the class information based on the patron’s address.

Rollout for the security policy app is in process. This is made possible by rollout of OneDrive, which is taking place next week. NOVEL databases expected to be rolled out in late December through the State.

Mr. Wise referenced the draft JA policies, related to identification information and fines and fees, to be discussed under New Business.

The annual fines and fees meeting is scheduled for December 12th at 9:30am at Clifton Park-Halfmoon Public Library, and all are welcome to attend.

A patron abroad requested access to our catalog, but a policy was put in place in April limiting access to our catalog to the United States and Canada. This policy, called “geofencing”, was recommended by our security expert in order to prevent a breach of the firewall.

Alex Gutelius has been serving someone else’s expired term on the Joint Automation Council. Mr. Wise brought forth a proposal from the Council that she be elected to serve a full term. Mr. Wise moved, seconded by Mr. Odess, to elect Ms. Gutelius to a full term on the Joint Automation Council. Motion passes.

B. Other:

5. **Committee Reports:**

A. Audit & Finance (R. Wise, chair): No report.

B. Building Committee (C. Connell, chair):

i) *Approve allocation of redistributed State Construction Grant Aid

Ms. Winter reported that DLD contacted all library systems to inform them of additional available FY2019 construction funds, as not all systems utilized their original allocation of funds. We do not yet know the exact amount of redistributed funds, but in keeping with allocations approved at the September 2018 meeting, the recommendation is to split the received funds between the three applications which did not receive their full request of 75% match. They would be split relative to their project size in order to keep their total match percentage the same: 37% to Saratoga Springs Public Library, 26% to Galway Public Library, and 27% to Greenwich Free Library. Ms. Connell moved, seconded by Mr. Wise, to approve the funding percentages as presented. Motion passed.

C. Bylaws Committee (R. Wise, chair): No report.

D. Central Library Aid and Services (D. Nemer, chair): No report.

E. County Aid Coordinators (Seifts, Connell, Odess, Plantier): No report.

F. Library Services (C. Kuhr, chair): No report.

G. Personnel (L. Borden, chair): No report.

H. Trustee Nominating (D. Nemer, chair): No report.

6. **Unfinished Business**: No report.

7. **New Business**:

A. *Approve JA policies regarding fines and birthdates (available at meeting)

Fines & Fees Policy – adding a patron notification requirements to the previously-established policy (*Copy attached*). JA is recommending that first overdue notices be sent no later than 14 days from due date and printed bills be sent no later than 30 days from the due date. Libraries are

required to run and post overdue notices and bills at least once per week. Mr. Wise moved, seconded by Mr. Odess, that the updated Fines & Fees Policy be approved. Motion passed.

Identification information in Patron Registration Policy – propose standardized birth date in the case where a valid birth date cannot be obtained. JA is recommending that staff enter a birth date of 1/1/1900 as a universal indicator that a birth date was not able to be obtained. Mr. Wise moved, seconded by Ms. Borden, to approve the updated Identification information in Patron Registration Policy. Motion passed.

B. *Letter of Engagement from Flynn, Walker, Diggin CPA, P.C.

The Letter of Engagement from Flynn, Walker, Diggin CPA, P.C. was shared with the Board of Trustees. Mr. Jeffords explained signing this letter would enable the firm to perform an audit of SALS’ 2018 financials beginning in January 2019. Mr. Odess moved, seconded by Ms. Connell to approve signing the engagement letter from Flynn, Walker, Diggin CPA, P.C. Motion carried.

C. *Approve 2019 Annual Meeting venue

Ms. Winter reported checking pricing for two venues in Warren County: Fort William Henry Hotel & Conference Center and Courtyard Marriott Lake George. In order to keep the cost per person to \$25, and the SALS cost per person to an estimated \$33.83, she recommends hosting the event at Fort William Henry Hotel & Conference Center. The Courtyard Marriott Lake George would cost SALS an estimated \$39.26 per person, with fewer entrée options and less time in the conference space.

Mr. Borden moved, seconded by Ms. Lindner, to approve Fort William Henry Hotel & Conference Center as the location for 2019 SALS Annual Meeting. Motion carried.

8. Director’s Council Report:

9. Announcements:

Mr. Scott shared information about next year’s summer reading program which will feature fifteen Finch robots from BirdBrain Technologies. The robots will provide a way for participants to learn programming, then use that knowledge to move the robot. Students as young as kindergarteners, but primarily third through sixth grade, will benefit from the use of these robots. Mr. Scott plans to demonstrate the robots at the 2019 Annual Meeting.

Mr. Odess moved, Mr. Plantier seconded, to adjourn the meeting. Adjourned 1:55 pm.

Respectfully submitted,

Dianne Winter
Recording Secretary