

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **November 20, 2012** at 1 p.m.
at the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, November 20, 2012 at the System Service Center and brought to order at 1:00 p.m. with President Arnold Elman presiding.

Present were: Mmes. Gold, Hoover, and McComb, and Mssrs. Elman, Hornstein, Mays, Mezzano, Odess, and Plantier. Also present were: Sara Dallas, Director at SALS, Jennifer Ferriss, Automation Training & Support and Youth Services Consultant at SALS, Bob Jeffords, SALS Treasurer, and Jill Martz, Administration and Finance Manager at SALS.

Absent with prior notice were Mmes. Nemer and Payne, and Mr. Mosher.

Dr. Elman announced that the action items would be attended to first, as a Board member had to leave early.

1. **Approval of Board Meeting Minutes of October 16, 2012:** Dr. Elman asked if there were any changes, corrections, or additions to the minutes of the October 16, 2012 Board meeting. Hearing none, the minutes of the October 16, 2012 meeting were approved as distributed.
2. **Treasurer's Report and Monthly Budget Report for October; warrants:** Mr. Jeffords briefly reviewed the October reports and noted that some budget amendments were necessary. Mr. Mays moved, seconded by Mrs. McComb, to transfer

From:	
Consultant for Member Library Rebranding	\$ 6,000
Continuing Ed, Travel, PLA Grant Member Libraries	<u>11,000</u>
	\$ 17,000

To:	
Delivery	\$ 12,000
Professional Fees	2,000
Marc Records for Catalog	<u>3,000</u>
	\$ 17,000

Motion carried. Mr. Hornstein moved, seconded by Mrs. Gold, to acknowledge receipt of the October Treasurer's and Monthly Budget Reports, and that they be filed for audit. Motion carried. Warrants 2012-35 through 2012-40 and TA12-22 through TA12-24 were available for Board perusal (*copy attached to Official Minutes*).

3. **New Business:**
 - A. **Letter of Engagement from Flynn, Walker, Diggins:** A letter of engagement has been received from the auditors. Mrs. McComb moved, seconded by Ms. Hoover, that Dr. Elman be authorized to sign the Letter of Engagement from Flynn, Walker, Diggins (SALS auditors). Motion carried.

- B. Approve JA 2013 Budget: The Joint Automation Council met last week and approved the proposed 2013 budget. The budget reflects the increase in salaries, but the salary line is less due to the resignation of Laura Baker. The 2013 budget is less than the 2012 budget. Mrs. Gold moved, seconded by Mr. Hornstein, to approve the 2013 JA Budget as presented. Motion carried.
- C. Approve JA Policies: Mrs. Dallas reviewed the proposed policies and the reasons they were necessary. All policies were approved at the JA meeting on November 14, 2012.
 - i) Workstation Purchase & Support: Ms. Hoover moved, seconded by Mr. Plantier, to approve the Workstation Purchase & Support Policy. Motion carried. Mr. Odess abstained.
 - ii) Access to Polaris: Mr. Odess moved, seconded by Mr. Mezzano, to approve the Access to Polaris Policy. Motion Carried.
 - iii) Network Connections: Mr. Plantier moved, seconded by Mr. Hornstein, to approve the Network Connections Policy. Motion carried.Mr. Mays left at 1:20; a quorum was still present. Copies of these policies attached to the Official Minutes.

4. **Director's Report** (in addition to the written report sent out with the Board Meeting packets):

- A. Joint Automation Report: Eric Trahan and Cheryl Cufari from MVLS, Sara Dallas, Michele Largeteau, and Paul Mays from SALS met to discuss the JA Agreement and how to continue to provide services for the end user. SALS and MVLS each contributes over \$100,000 in-kind services towards the running of JA. Member libraries need to see what both systems do to continue to provide services to its members.

The Joint Automation Council has new members from The Community Library in Cobleskill (Devon Hedges) and Schenectady County Public Library (Mary Ann Warner). JA staff are working on a firewall, and hope to have it by the end of the year. Mrs. Martz noted that the new firewall will be ordered tomorrow.

Waterford Public Library is the first library to “turn on” credit card payments in the PAC.

The Joint Automation staff attended the Polaris Users Group (PUG) in Syracuse.

- B. NYLA: Jill Ryder, Jennifer Ferriss and Sara Dallas attended NYLA. Regents 2020 mission is to stress the important role of library systems. A 10 minute presentation of NYLTO was given by Mrs. Dallas and Mrs. Ferriss. Programs are being developed by Mrs. Dallas for the Public Library section to be presented at NYLA 2013.
- C. Other: SALS Annual Meeting will be held at the Great Escape Water Lodge in Lake George. At the last Director's Council meeting, there was discussion on Open Meeting Laws. Bob Freeman, Director of the Council on Open Government, has agreed to be the speaker at SALS Annual Meeting at no cost. The general consensus of the Board was that it was a great idea to have Bob Freeman as speaker at SALS Annual Trustee Meeting. He will discuss common myths of Open Meeting laws.

Mrs. Dallas is working with the Cornelius Vanderbilt Whitney Long Lake Public Library on a Long Range Plan. She is also working with Easton Library on their Long Range Plan

5. **Committee Reports:**

A. Audit & Finance:

B. Building: Board members were invited to view the new Training Room. The Smart Board has been installed; tables and chairs are coming. Kudos to Jill Martz who has been handling the details. The Building Committee met to review and develop a Meeting Room Policy. A draft will be available for full Board review by the January meeting.

C. Bylaws Committee:

D. Central Library Aid and Services: Crandall Public Library will host a meeting on Genealogy on December 12th at 9:30.

E. County Aid Coordinators: SALS is listed in the budget for Saratoga and Hamilton Counties. Warren County Aid is not known at this time. Hamilton County is the least populated county east of the Mississippi, and the supervisors recognize the need for libraries in the county.

F. Library Services:

G. Personnel:

H. Trustee Nominating:

i) Upcoming term expirations:

(1) *Paul Mays—completing first five-year term*

(2) *Sandi Payne---completing first five-year term*

6. **Unfinished Business:**

7. **Director's Council Report:** The Director's Council has new officers: Regina Doi (Galway Public Library) President, Karen DeAngelo (Town of Ballston Community Library –BUR) Vice-President, and Cynthia LaBarge, (Hadley-Luzerne Public Library), Secretary.

8. **Announcements:** SALS Holiday Luncheon/Cookie Exchange will be Monday, December 17th. Trustees are invited.

9. **General Discussion:** Getting and retaining Board members in small rural communities was discussed. General observations were: that responsibilities are overwhelming, there is a technology disconnect, insurance liability for trustees. It was suggested that marketing the library might attract trustee candidates, and to interview leaving trustees to see why they are leaving.

Meeting adjourned at 2:12 p.m.

Respectfully submitted,

Nancy L. Bowen
Recording Secretary