

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **November 21st, 2017** at 1:00 p.m.
at the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, November 21, 2017 at the System Service Center and brought to order at 1:00 p.m. with President Jordan Hornstein presiding.

Present were: Mmes. Borden, Connell, McComb, Seifts and Nemer, and Messrs. Hornstein, Mays, Plantier, Odess, and Wise. Also present were: Sara Dallas, SALS Director; Bob Jeffords, SALS Treasurer; Cindy Mirra, SALS System Services Support Representative; Dianne Winter, SALS Financial Clerk & Administrative Assistant at SALS; and Jill Ryder, SALS Collection Management Consultant and Assistant Director; Absent with prior notice were: Mmes. Debus, and Payne.

1. **Public Comment**: None

2. **Approval of Board Meeting Minutes of October 17, 2017**: Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the October 17, 2017 Board meeting. Ms. Borden moved, seconded by Mr. Mays, to approve the minutes of the October 17, 2017 SALS Board meeting as distributed. Motion carried.

3. **Treasurer's Report and Monthly Budget Report for October 2017; warrants**: Mr. Jeffords reviewed the October Treasurer's report. Mr. Odess moved, seconded by Mr. Wise, that receipt of the October report be acknowledged and filed for audit. Motion carried. Warrants 2017-29 through 2017-32 and TA17-22 through TA17-23 were available for Board perusal. (*Copy 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**: Ms. Dallas asked Mr. Wise to report on the JA meeting held November 8, 2017. Mr. Wise reported the JA staff is working on the midyear PC group order. The final group order was due on November 10, 2017. Spectrum (formerly Time Warner) will be phasing out the free internet connections in some of the libraries. Libraries have been asking if they can work with Spectrum on the new internet contracts. The Crandall Public Library is ready to test the Borrow by Mail program. Work is being done to allow credit cards to work in multiple libraries. The holdup is due to a limitation in the Polaris software. JA staff is working to get the employee and volunteer sign offs on the policy done electronically.

There was discussion regarding a new fee structure for JA.

Michele Largeteau, Diane Robinson, Sara Dallas, Jill Ryder and Eric Trahan met with five people from III to discuss outstanding issues. As a result, many were resolved.

B. **Other**:

Ms. Dallas reported good news from Carolyn Dufft, Director of the Raquette Lake Library. The architect came through with workable and agreeable plans for the library expansion. They will be sharing the plans with SALS.

SALS has received progress reports from all of the projects and good things are happening. Information about Narcan training in libraries in Saratoga County was distributed.

During the NYLA conference Ms. Dallas had a productive meeting with III/Polaris staff and met a new sales representative. Diane Robinson met with programmers and Ms. Dallas feels great strides were achieved.

The Division of Library Development contacted SALS regarding correspondences received from a member of the community. Bob Jeffords and Sara Dallas visited with the board to review board responsibilities in early summer.

There will be two meetings in December to discuss future formulas and funding for the Joint Automation Project. Over the years, the JA budget is growing larger than the fees and system contributions. The JA Finance Committee proposed changing the member fee formula to a calculation that produces a specific proposed budget amount based on each library’s previous year circulation and holdings totals.

When SALS/MVLS JA purchased the product from Polaris almost 10 years ago, a children’s PAC and a Spanish PAC were included. The products have not been updated by the vendor, the content in the Spanish PAC is problematic, and the children’s PAC is not used or helpful. By eliminating both products, JA will save approximately \$3,000 a year. None of the SALS or MVLS member libraries expressed any interest in keeping these products.

Ms. Dallas shared the proposed minimum standards provided by the State Librarian. Deadline to comment on the proposed minimum standards is December 18, 2017.

Ms. Dallas reported that the FCC will vote on December 14, 2017 to rescind Network Neutrality. Network Neutrality is the concept of online non-discrimination. It is the principle that Internet service providers should enable access to all content and applications regardless of the source, without favoring or blocking particular products or websites.

5. Committee Reports:

A. Audit & Finance: Mr. Wise reported that the SALS Board will need to approve the following 2017 JA budget amendments:

- Increase Membership dues by \$100 to \$415
- Increase Software Maintenance by \$9,250 to \$103,250
- Increase Hardware Maintenance by \$3,800 to \$11,800
- Decrease Equipment by \$13,150 to \$13,450

Mr. Wise reported that the SALS Board will need to approve the JA Security Policy Addendum.

There will be a meeting on December 13, 2017 at 9:30 am in the Clifton Park-Halfmoon Public Library. The purpose of the meeting is to discuss the new proposed fee structure for 2019.

B. Building: Ms. Dallas reported that the heating and cooling system has been replaced and all the employees are happy. They will be finishing shortly the PTAC unit and filler. Due to the bids staying under budget SALS is waiting on bids for installing LED lighting. The railing for the front ramp will be installed shortly.

C. Bylaws Committee: No report.

D. Central Library Aid and Services: No report

E. County Aid Coordinators: No report

F. Library Services: No report.

G. Personnel: Mr. Mays reported that Ms. Debus has asked the SALS Board of Trustees to accept her letter of resignation during the November 21st, 2017 board meeting. Mr. Plantier moved, seconded by Ms. Connell. Motion carried. Mr. Mays conveyed his deep appreciation for the level of work and commitment Ms. Debus brought to SALS.

H. Trustee Nominating: No report

6. Unfinished Business:

A. Security Policy Addendum: Mr. Hornstein asked the board to review the Addendum. Ms. Nemer moved, seconded by Ms. McComb, to accept the Addendum. Motion carried.

7. New Business:

A. 2017 JA Budget Amendments: Mr. Wise moved that the 2017 JA Budget Amendments be approved as presented, Mr. Odess seconded. Motion carried.

B. Conference Attendance: Mrs. Dallas discussed the importance of her possibly attending the III meeting coming up, January 15-17th. Ms. Borden moved, seconded by Mr. Odess. Motion carried.

8. Director’s Council Report: No report.

9. Announcements:

Mr. Hornstein announced his concern about the attendance for the upcoming Board meetings with being down by two members. Ms. Payne has missed several board meetings asked Ms. Dallas to contact her about attendance.

Mr. Wise moved to adjourn the meeting. Motion carried. Meeting was adjourned at 2:04 p.m.

Respectfully submitted,

Cindy Mirra
Recording Secretary