

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS (Southern Adirondack Library System) Board Meeting □
November 21, 2023 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 21, 2023, at the System Service Center and via Zoom, and brought to order at 1:00 p.m. with President Russell Wise presiding.

Present in-person were: Mmes. Beck, Connell, Cowin, Goodman, Lindner, and Shapiro; and Messr. Hornstein, and Wise. Also present were: Sara Dallas, SALS Executive Director, Bob Jeffords, SALS Treasurer; Jill Ryder, SALS Assistant Director & Collection Management Consultant; Jack Scott, Technology & Youth Services Librarian, Colleen Smith, SALS Finance & Administration Manager; and Pamela DelSignore, System Services Support Coordinator.

Absent with prior notice were: Mmes. Borden, Kuhr, Taylor, and Vineyard.

The meeting was recorded.

1. Announcements:

2. Public Comment:

3. *Approval of Board Meeting Minutes of October 17, 2023:

Mr. Wise asked if there were any additions, corrections or deletions to the minutes of the October 17, 2023, meeting. Having none, Mr. Hornstein moved, seconded by Ms. Lindner to approve the minutes to be filed as distributed. Ayes: All; Nays: None; Abstentions: None. Motion carried.

Mrs. Dallas noted that there is a final 10% of state aide to be released. The board will be asked to approve the variances which will release these funds.

4. *Treasurer's Report and Monthly Budget Reports for October: Warrants 2023-28 through 2023-32 and TA23-20 through TA23-22:

Mr. Jeffords reviewed the October 2023 Treasurer's and Monthly Budget Reports. Mr. Jeffords and Mr. Wise asked if there were any questions about the warrants. Having none, Ms. Cowin moved, seconded by Ms. Shapiro to approve the warrants. Ayes: All; Nays: None; Abstentions: None. Motion carried.

5. Director's Report: (see attached): The Director's oral report was presented by Mrs. Dallas.

Mrs. Dallas reported on the following:

- This meeting is the last board meeting for FY 2023
 - Joint Automation Finance meeting is scheduled on Wednesday December 13th at 9:30 am at the Clifton Park-Halfmoon Public Library.
 - This meeting determines the member library fee structure for FY 2025.
 - Four annual report variances have been submitted, and the SALS board will be asked to approve them under new business.
 - Rockwell Falls Public Library
 - The board lacks a quorum.
 - The Board of Regents will appoint the trustees.
 - SALS is charged with doing outreach to find candidates.
 - Applicant names will be redacted.
 - Online application.
 - Using a rubric.
 - An FAQ and slideshow have been created for the community.
 - Qualifications are from Trustee Handbook and other sources.
 - The Division of Library Development set the deadline to get qualified names to them by December 7th or 8th.
 - All questions will be accepted in writing only. Questions and answers will be added to the FAQ.
 - Visitor to the SALS building
 - Someone requested using the bathroom and wanted a taxi to the hospital
 - Pamela and Bill handled the situation with kindness.
 - Pamela called 911 – police knew the individual and instructed us to call them immediately when this individual pays us a call.
 - Mrs. Dallas is continuing to visit member library boards.
 - Our libraries are doing outstanding work for their communities.
 - Changing of leadership in a number of libraries.
 - The work done at the Bancroft Library in Salem is wonderful – the building is finally accessible.
 - Mary Jane Lasher is stepping down as board president after many years. The library is beautiful – hard to believe it was an ambulance bay at one time
 - Attended a Memory Project reception at the Mechanicville Public Library – in attendance were Assemblymember Woerner and representatives from Congressman Tonko and Senator Tedisco.
 - New and improved Trustee Handbook has been distributed
 - SALS FOIL officer. Mrs. Dallas is further looking to see if library systems are subject to FOIL.
 - The Tentative Saratoga County Budget has been released and SALS is in it. Please thank your legislators for including SALS.
- A. Joint Automation Report: Included in Director's Report
B. Other:

6. Committee Reports:

- A. Audit & Finance (J. Lindner, chair): No report.
- B. Building (C. Connell, chair): No report.
- C. Bylaws Committee (J. Hornstein, chair): No report.
- D. Central Library Aid and Services (M. Shapiro, chair): No report.
- E. County Aid Coordinators (Connell, Goodman, Cowin, Vineyard): No report.
- F. Library Services (C. Kuhr, chair): No report.
- G. Personnel (J. Lindner, chair): No report.
- H. Trustee Nominating (J. Hornstein, chair): See item E. of New Business.

7. Unfinished Business:

- A. SALS' Parking Lot Estimates: On hold until spring when weather will allow repaving.

8. New Business:

- A. *Approve Letter of Engagement from UHY, LLP:
Mr. Hornstein moved, seconded by Ms. Cowin to approve signing the Letter of Engagement from UHY, LLP. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- B. *SALS Anti-Harassment – Sexual Harassment Policy and Complaint Form for Reporting Sexual Harassment for the board's consideration and possible approval: Ms. Beck moved, seconded by Ms. Goodman to approve the Anti-Harassment Policy and Complaint Form. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- C. Handbook for Library Trustees of New York State 2024 distributed to SALS trustees
- D. *Approve Sara Dallas to attend SSL 2024 Conference in Lake Placid on May 16-18, 2024:
Mrs. Shapiro moved, seconded by Ms. Lindner to approve Sara Dallas to attend the SSL 2024 Conference. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- E. Hamilton and Saratoga County Nominations for 2024 annual meeting: Mr. Hornstein noted that there are two terms ending in May of 2024. And Ms. Cowin's remaining term will also be up for vote at the annual meeting.
- F. *Approve Minimum Standard Variance Request Forms:
 - i) Stillwater Public Library. (enclosed): Ms. Cowin moved, seconded by Ms. Connell, to approve the Stillwater Public Library Variances for Space (8a.) and Shelving (8c.). Ayes: All; Nays: None; Abstentions: None, Motion carried.
 - ii) Fort Edward Free Library. (enclosed): Mr. Hornstein moved, seconded by Ms. Shapiro to approve the Fort Edward Free Library Variance for Library Director. Ayes: All; Nays: None; Abstentions: None. Motion carried.
 - iii) Hudson Falls Free Library Association. (enclosed): Ms. Beck moved, seconded by Ms. Shapiro, to approve the Hudson Falls Free Library Association Variance for their Community Based Plan of Service to be completed by June of 2024. Ayes: All; Nays: None; Abstentions: None, Motion carried.
- G. *Approve Sara Dallas to attend ALA Congressional Fly In in Washington on March 6 and 7, 2024 to meet with federal senators and congressional representatives: Mr. Hornstein moved, seconded by Ms. Beck. Ayes: All; Nays: None; Abstentions: None, Motion carried.

9. Director's Council Report: No report.

10. Announcements:

- A. Ms. Cowin reported that the new Stillwater Library is now open.
- B. Mr. Wise reported that the Clifton Park/Halfmoon library will be adding the sustainability issue to their 3-year plan.

- C. Ms. Shapiro spoke on free library cards and the intellectual freedom breakfast at NYLA. Ms. Connell liked the Small Libraries, Big Data session. And Mr. Wise acknowledged Ms. Kuhr’s excellent presentation at NYLA on Friends of Libraries.
- D. Ms. Smith asked the trustees to sign and submit their expense reports for 2023.

Next SALS Board Meeting: **January 16, 2024**, at 1:00 p.m. at SALS Service Center and virtually on Zoom.

The meeting adjourned at 1:53 pm.

Respectfully Submitted,
Pamela DeSignore – System Services Support Coordinator

* Items so marked are action items