

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting | **October 15, 2019**, at 1:00 p.m.
at SALS Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held Tuesday, October 15, 2019, at the System Service Center and brought to order at 1:00 p.m. with President Jordan Hornstein presiding.

Present were: Mmes. Connell, Cowin, Lindner, Kuhr, Borden, and Seifts, and Messrs. Hornstein, Plantier, Odess, and Wise. Also present were: Sara Dallas, SALS Director; Bob Jeffords, SALS Treasurer; Cindy Mirra, SALS System Services Support Representative; Jill Ryder, SALS Assistant Director & Collection Management Consultant; Jack Scott, Technology & Community Youth Services Librarian at SALS; Dianne Winter, SALS Finance & Administration Manager and Erica Freudenberger, Outreach & Engagement Consultant.

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

1. **Public Comment**: None
2. **Approval of Board Meeting Minutes of September 17, 2019**: Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the September 17, 2019 Board meeting. Ms. Borden moved, seconded by Ms. Connell, to approve the minutes of the September 17, 2019, SALS Board meeting as distributed. Motion carried.
3. **Treasurer's Report and Monthly Budget Reports for September 2019 (attached); warrants**: Mr. Jeffords reviewed the September 2019 Treasurer and Monthly Budget Reports. Mr. Wise moved, seconded by Mr. Plantier, that receipt of the September reports be acknowledged and filed for audit. Motion carried. Warrants were not available for Board perusal and will be available at the next Board Meeting on November 19, 2019. (*Copy attached to the Official Minutes.*)
4. **Director's Report** (*in addition to the written report sent out with the Board Meeting packets*):
Mrs. Dallas reported having received a letter back from the New York State Library stating that according to New York State Minimum Standards, the director of the Fort Edward Free Library requires two academic years of study at an approved college or university. The Fort Edward Board of Trustees must send a letter to the State Librarian stating that their director will begin taking courses through SUNY Adirondack to receive her associate degree.

Arnoff Global Movers is now providing courier services to Mohawk Valley Library System. SALS will no longer need to pay to transfer materials between SALS and MVLS.

Mrs. Dallas reported that SALS would need to examine the way materials are shared among Upper Hudson Library System and academic libraries, as the projected cost of that service is too expensive.

SALS was awarded the 2019 Shubert Award. The award will be presented at the NYLA Inaugural Banquet from 7:00 p.m.-9:00 p.m. on Friday, November 15, 2019. The Joseph F. Shubert Library Excellence Award is given annually to recognize the achievements of small, medium and large libraries and library consortia in New York State. Named after the late Joseph F. Shubert, former State Librarian, the Award honors libraries or library consortia that have taken significant steps within the past two years to improve the quality of library service to users.

Mrs. Dallas was pleased to announce that SALS also won the Public Library Section's Innovative Program Award. This award recognizes and honors innovative, impactful programming in libraries throughout New York State. The award consists of a plaque for your library and a cash prize of \$1,000.00. The award will be presented to SALS at the NYLA conference. Mrs. Dallas conveyed that she and the SALS staff would like to acknowledge the confidence and support given by SALS Board to the SALS staff which allows the development of these programs. Mrs. Dallas asked Mrs. Freudenberger to say a few words about the Farm 2 Library Program.

Mrs. Dallas requested proposals for facilitators in the SALS Long Range Plan of Service. Mrs. Dallas and SALS staff will review the submissions and choose a facilitator later this month. Funds for the facilitation of the plan are in the 2020 budget. The long-range plan of service will be completed and approved by the SALS Board by October 2020. The board-approved plan of service will then be sent to the New York State Education Department for approval. The new plan will go into effect on January 1, 2021.

NYLA Advocacy Day is Tuesday, February 25, 2020. The date conflicts with the PLA National Conference. Mrs. Dallas will make appointments with legislators in their local offices on alternative dates to share our library stories. Mr. Wise volunteered that he would lead the group participating in Library Advocacy Day in Albany NY. Cindy Mirra will schedule the appointments and work with Mr. Wise.

Mrs. Dallas and the SALS staff continue to work locally and state-wide, sharing information and helping libraries prepare for the census. Mrs. Freudenberger shared information about her census workshop meeting from last week.

Mrs. Dallas reported that there needs to be a budget amendment to cover the cost of the emergency repair work to the heating system, but that will need to be done next month as the total cost has not come in yet.

The Director of the Long Lake Library, Christine LaRocque, has resigned.

To date, Mrs. Dallas has not heard from any director's regarding the SALS draft 2020 budget.

The SALS Year in Review has been completed and shared with the Board via email. SALS will begin the report and send the evaluation of system services earlier in the year.

Mrs. Dallas reported that a member library was issued a subpoena. Mrs. Dallas contacted the SALS attorney for legal guidance and shared the information with the library.

Mrs. Dallas shared an article that she wrote for *Public Libraries September/October 2019*, titled *Red-State Strategies* with Eric Klinenberg (library advocate, sociologist, author, and professor). He is the author of *Palaces for the People*. He responded with "Amazing. This will be really useful to many people, including me!"

Joint Automation Report: Mrs. Dallas reported that Michele Largeteau and her staff are working seemingly non-stop to convert to a hosted library database on October 23, 2019.

The JA staff is working closely with member library staff to test and prepare for the conversion. Tomorrow, October 16, 2019, JA will conduct a Q&A session with all the interested library staff to make sure everyone is ready. There may be some service disruptions on October 23, since we are dealing with a great deal of data being transferred to the host servers. Once again, the JA staff and Jill Ryder are reminding library staff to use the backup process, which will allow libraries to circulate their materials.

Other: None.

5. **Committee Reports:**

- a. *Audit & Finance (R. Wise, chair)*: No report.
- b. *Building (C. Connell, chair)*: Ms. Connell reported that TBS (Technical Building Services) is currently doing repair work to the SALS building for the glycol leak. The cost is estimated at \$4,575.

Ms. Connell reported that SALS received ten complete applications requesting a total of \$765,940. A chart containing more information is attached to the minutes. The Building Committee has made the recommendation to fund projects at the following levels:

Bolton Free Library: \$19,885 (75%)
Town of Ballston Community Library \$107,606 (75%)
Galway Public Library \$50,010 (75%)
Greenwich Free Library \$15,085 (75%)
Inlet Public Library \$11,489 (75%)
Town of Indian Lake Public Library \$11,766 (75%)

Long Lake Library \$138,647 (75%)
Hadley-Luzerne Public Library \$17,731 (75%)
Saratoga Springs Public Library \$225,000 (75%)
Bancroft Public Library \$168,721 (75%)

Ms. Connell moved to fund the projects. Ayes: All; Nays: None. Motion carried.

- c. Bylaws (R. Wise, chair): No report.
 - d. Central Library (D. Nemer, chair): No report.
 - e. County Aid Coordinators (Seifts, Connell, Odess, Plantier): Ms. Seifts has sent a request letter to Hamilton County for funding consideration as they prepare their 2019 budget.
 - 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:**
Approve proposed SALS 2020 Budget: Mr. Wise reviewed the proposed 2020 budget and moved. Ayes: 9; Nays: 1; Mr. Odess opposed.
7. **New Business:**
- a. *Renew Board members Conflict of Interest Certifications: Mr. Hornstein asked the board to look over their copy of the Conflict of Interest Policy and to sign and return.
 - b. *Approve staff conference attendance/travel: No action.
 - c. *Approve Continuing Education Challenge Grant Applications: No action.
 - d. *Approve SALS 2019 Budget Amendment for Building Repairs: No action.
8. **Director's Council Report**: No report.
9. **Announcements**: None.

Mr. Odess moved, seconded by Mr. Wise, to adjourn the meeting at 1:37 pm.

Respectfully submitted,

Cindy Mirra
Recording Secretary