

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **October 15, 2013** at 1 p.m.
at the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, October 15, 2013 at the System Service Center and brought to order at 1:03 p.m. with President Arnold Elman presiding.

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

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

1. **Approval of Board Meeting Minutes of September 17, 2013:** Dr. Elman asked if there were any changes, additions or corrections to the minutes of the September 17, 2013 SALS Board meeting. Hearing none, he declared the minutes approved as distributed.
2. **Treasurer's Report and Monthly Budget Reports for September; warrants:** Mr. Jeffords reviewed the September Treasurer's and Monthly Budget Report. Mr. Mezzano moved, seconded by Mr. Mays, to acknowledge receipt of the September Treasurer's Report and Monthly Budget Report, and that they be filed for audit. Motion carried. Warrants 2013-23 through 2013-28 and TA13-18 through TA13-19 were available for Board perusal. (*Copy attached to the Official Minutes*).
3. **Director's Report** (*in addition to the written report sent out with the Board Meeting Packets*):
 - A. **Joint Automation Report:** There will be an open meeting on October 29 at 10:00 a.m. at the Clifton Park-Halfmoon Public Library to review and discuss the 2014-2015 JA budget and JA fee structure. Member library directors and trustees are encouraged to attend.

There are almost 2,800 people using the wireless in the libraries per week. Most notable are the high use numbers from Salem, Cambridge and Granville.

Work is ongoing on the firewall; request for quotes for the firewall testing will go out. Hopefully, it will be sent shortly. It is anticipated the work will be completed within the next few months.

- B. **Other:** Mrs. Dallas and Diane Robinson updated Hudson Falls Free Library's website. The board is interviewing people for an interim library director. Library Development has contacted Mrs. Dallas on the status of the library.

Mrs. Dallas visited the Town of Inlet Public Library and met the new Director, Lynn Durkin and the Board of Trustees. She recommended to the Board that the library develop a web presence to promote the library and its activities. She asked the board for their policies and reminded them to file their 990 form each year.

The Town of Lake Pleasant Public Library called regarding privacy and the new wireless routers.

The Pember Library is investigating becoming a School District Public Library. Mrs. Dallas is assisting the attorneys, the library and Libby Post.

Mike Sullivan has been hired as the new Director for the Richards Library in Warrensburg. Cambridge Public Library, Crandall Public Library, Hudson Falls Free Library, the Town of Inlet Public Library, Round Lake Library, Bancroft Public Library, Stony Creek Free Library, Richards Library, and Whitehall Free Library all have new directors recently. Fourteen libraries have retained the same director for the past decade: Bolton Free Library, Horicon Free Public Library, Town of Chester Public Library, Corinth Free Library, Easton Library, Ft. Edward Free Library, Town of Indian Lake Public Library, Town of Johnsburg Library, C.V. Whitney Long Lake Public Library, Caldwell-Lake George Library, Town of Lake Pleasant Public Library, Hadley-Luzerne Public Library, Raquette Lake Free Library, and Waterford Public Library.

Library Advocacy Day will be Thursday, February 27, 2014. SALS trustees are encouraged to attend.

NYLA's program *Take Your Child to the Library Day* is the first Saturday in February, February 1st.

4. **Committee Reports:**

A. **Audit & Finance:**

i) *Review proposed 2014 budget:* Mrs. Dallas sent the proposed 2014 SALS budget to the member libraries and trustees; no comments were received.

B. **Building:** Mr. Mays reported that the sidewalk cuts have been completed and a building permit was obtained. The parking lot will be resurfaced and striped this coming weekend, weather permitting. One of the heating units in the garage needs to be repaired or replaced.

Security and entering the building issues: Keypads will be installed on entry doors. Staff will have keyfobs. ALDS drivers will have keypad codes. There will be a buzzer system for all others. Mr. Hornstein moved, seconded by Mr. Mezzano, to approve changing the door security. Motion carried. Mr. Mays will schedule a meeting for a year-end review on building issues. Mr. Mays moved, seconded by Mr. Hornstein to move \$14,000 from the Capital Reserve to the Equipment line in the budget to pay for the new entry security. Motion carried.

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:** no report

H. **Trustee Nominating:** no report

5. **Unfinished Business:**

A. **Approve proposed 2014 budget:** Ms. Debus moved, seconded by Mr. Odess to approve SALS proposed 2014 budget and the revised 2013 budget. Motion carried.

6. **New Business:**

A. Approve appointment of Caren Snell of WSWHE to SALS Outreach Advisory Committee: Mrs. Dallas explained the purpose of the Outreach Advisory Committee. Mr. Odess moved, seconded by Mr. Plantier, to appoint Caren Snell of WSWHE to the Outreach Advisory Committee. Motion carried.

7. **Director's Council Report:** Libraries throughout the country have been charged with assisting people to help them make informed decisions regarding the changes in health care. It is similar to the way libraries assist with tax forms. Crandall Public Library held a healthcare informational meeting that was well attended.

Mr. Mezzano said that Kaiser Health Care has an excellent site that provides information on health care.

One of SALS health care providers will no longer be providing one of its plans. The Personnel Committee will need to meet to discuss options for SALS and the staff.

8. **Announcements:** Meeting adjourned at 1:34 p.m.

Respectfully submitted,

Nancy L. Bowen
Recording Secretary