

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting □ **October 18, 2022** at 1 p.m.
at SALS Service Center and Virtually via Zoom

Minutes

The regular meeting of the Southern Adirondack Library System was held Tuesday, October 18, 2022, at the System Service Center, and brought to order at 1:01 p.m. with President Russell Wise presiding.

Present in-person were: Mmes. Connell, Cowin, Goodman, Kuhr, Lindner, Shapiro and Taylor; and Messr. Wise. Present via Zoom were: Mmes. Borden; and Messr. Hornstein. Also present were: Sara Dallas, SALS Director; Bob Jeffords, SALS Treasurer; Jill Ryder, SALS Assistant Director & Collection Management Consultant; Erica Freudenberger, SALS Outreach, Engagement & Marketing Consultant; Jack Scott, Technology & Youth Services Librarian; Colleen Smith, SALS Finance & Administration Manager; Pamela DelSignore, SALS System Services Support Assistant. Desiree Thomas, Stony Creek Library Director.

Absent with prior notice were: Mme. Beck, and Mme. Seifts was unable to log into Zoom.

The meeting was recorded. <https://www.youtube.com/watch?v=xx98WLTk7IQ>

1. Opening Announcements: Mrs. Dallas requested that an Agenda item E. be added under New Business; Permission for her to attend the Joint Council of Librarians of Color, February 8-12, 2023.

2. Public Comment: None.

3. *Approval of Board Meeting Minutes of September 20, 2022 (enclosure):

Mr. Wise asked if there were any additions, corrections or deletions to the minutes of the September 20, 2022 meeting. Ms. Shapiro moved, seconded by Mr. Hornstein, to approve the minutes of the June 21, 2022. Ayes: All; Nays: None; Abstentions: None. Motion carried.

4. *Treasurer's Report and Monthly Budget Reports for September (enclosure):
Warrants 2022-28 through 2022-29 and TA22-18 through TA22-22 (enclosure):

Mr. Jeffords reviewed the September Treasurer's and Monthly Budget Reports.

Ms. Connell moved, seconded by Ms. Shapiro, to ensure that receipt of the September treasurer's report is acknowledged and filed for audit. (Copy attached to the Official Minutes.) 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 that 2022 NYS Construction applications have been approved.
 - 2023 NYS Construction applications have been submitted. 75/25 matches were requested.
 - Waivers – Not all libraries have met the NYS Minimum standards. The board will need to grant waivers once they we have them. There could be a delay in getting the final 10% in a few state aid categories.
 - Mrs. Dallas reports that she has been visiting with the member library boards. At the board meetings she discusses the following:
 - JA fees
 - Meraki upgrade
 - Mandatory trustee training and reporting
 - Cyber security insurance
 - Book challenges
 - Mrs. Dallas is consulting with the Stillwater and Rockwell Falls libraries on their library registration with the state.
 - SALS has ordered and distributed Robert's Rules of Order books for each board member and each library. Mrs. Dallas suggested that board member register for the workshop on October 27, 2022.
 - Mrs. Dallas asked the trustees to consider joining the United Against Book Bands campaign.
 - Emily Drabinski (ALA President Elect) will be visiting the SALS service area November 9-10, 2022.
- A. Joint Automation Report: No report.
- B. Other: A report on website accessibility was presented by Jack Scott.

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 (Seifts, Connell, Goodman, Cowin): No report.
- F. Library Services (C. Kuhr, chair): No report.
- G. Personnel (J. Lindner, chair): No report.
- H. Trustee Nominating: (J. Hornstein, chair). Mr. Hornstein reported that he is still actively seeking a potential replacement for Hamilton County.

7. Unfinished Business: None.

8. New Business:

- A. *Approve Southern Adirondack Library System 2023 Budget: Mrs. Lindner as chair and on behalf of the Audit & Finance committee recommended to approve the Southern Adirondack Library System 2023 Budget. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- B. *Approve Cash Disbursement Procedures 10-2022: Mrs. Lindner as chair and on behalf of the Audit & Finance committee recommended to approve the Cash Disbursement Procedures 10-2022. Ayes: All; Nays: None; Abstentions: None. Motion carried.

- C. *Approve Cash Receipts Procedures 10-2022: Mrs. Linder as chair and behalf of the Audit & Finance committee recommended to approve the Cash Receipts Procedures 10-2022. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- D. *Approve Payroll Procedures and Cash Transfers to Cover Warrants 10-2022: Mrs. Lindner as chair and behalf of the Audit & Finance committee recommended to approve the Payroll Procedures and Cash Transfers to Cover Warrants 10-2022. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- E. *Permission to allow Sara Dallas to attend the Joint Council of Librarians of Color, Feb 8-12, 2023: Mr. Hornstein moved, seconded by Ms. Cowin to allow Sara Dallas to attend the Joint Council of Librarians of Color conference in 2023. Ayes: All; Nays: None; Abstentions: None. Motion carried.

9. Director's Council Report: No report.

Announcements: Next SALS Board Meeting: **November 15th, 2022**, at 1:00 p.m. at SALS Service Center and via virtually Zoom.

Mr. Wise adjourned the meeting at 2:06 pm.

Respectfully Submitted,
Pamela DeSignore

* Items so marked are action items