

SOUTHERN ADIRONDACK LIBRARY SYSTEM

22 WHITNEY PLACE • SARATOGA SPRINGS NY 12866-4596
(518) 584-7300 ☐ FAX (518) 587-5589

SALS Board Meeting • **October 19, 2010** at 1 p.m.
at the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, October 19, 2010, at the System Service Center and brought to order at 1:02 p.m. with President Arnold Elman presiding.

Present were: Mmes. Gold, Helms, Hoover, and McComb, and Mssrs. Elman, Jeffords, and Plantier. Also present were: Sara Dallas, Director at SALS, Jennifer Ferriss, Head of Technical Services, Automation Training & Support, at SALS, Richard Leonelli, President, Board of Trustees at Crandall Public Library, Jill Martz, Administration & Finance Manager at SALS, and Christine McDonald, Director at Crandall Public Library in Glens Falls.

Absent with prior notice were: Ms. Nemer and Ms. Payne, and Mssrs. Mays and Mosher.

1. **Approval of Board Meeting Minutes of September 21, 2010:** Dr. Elman asked if there were any changes or corrections to the minutes of the September 21, 2010 Board meeting. Hearing none, he declared the minutes approved as distributed.
2. **Treasurer's Report and Monthly Budget Reports for September; warrants:** Mr. Jeffords reported that partial State Aid had been received. Mr. Jeffords moved, seconded by Mrs. Gold, to move \$5,000 from the CPLA Scholarship line to Professional Fees. Motion carried. Miss Hoover moved, seconded by Mr. Plantier, to acknowledge receipt of the September Treasurer's and Monthly Budget Report, and that they be filed for audit. Motion carried. Warrants 2010-31 through 2010-37, A10-17 through A10-18, and TA10-19 through TA10-20 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 packets):
 - A. **Joint Automation Report:** JA has been working with the Saratoga Springs Public Library on RFID (self-check). Cassie at Crandall Public Library is going well. A new e-mail server will be installed Sunday and Monday. JA is working with Crandall Public Library on a Broadband Grant. A \$244,000 Computer Center will be available for re-training, learn new job skills, job information, resumes, etc.
 - B. **Other:** Carol Desch from DLD indicated that the rest of the State Aid probably won't arrive until after the elections.

SALS Annual Dinner will be held at the Holiday Inn in Saratoga Springs on Monday, May 16, 2011, in conjunction with CDLC's Annual Dinner. LSTA funds will pay the fees for the speakers, George Needham and Joan Frye Williams.

Pulisdo and the 3Rs will be meeting in SALS Conference Room during the NYLA Conference, November 3rd through 5th.

Sandra Nelson's budgeting workshop was very well attended and had excellent evaluations. PLA asked if we would sponsor another CPLA workshop but SALS declined due to lack of funds and interest.

Bryan Oliver will present a Safety & Security Workshop at the Saratoga Springs Public Library on October 27 and 28th. The workshop will help teach library personnel how to deal with uncomfortable and potentially dangerous situations.

Karen Balsen, the SALS liaison with the State, would like to attend a SALS Board meeting. She has been invited to the November 16th meeting.

The October 1, 2010 issue of *Library Journal* recognized three of SALS libraries as STAR libraries: Bolton Free Library, Cambridge Public Library, and The Town of Indian Lake Public Library. Library output data gathered through the annual State reports determined the ratings.

RCLS (Ramapo Catskill Library System) is coming to SALS to view Polaris on Wednesday, October 20th.

4. **Committee Reports:**

- A. Audit & Finance: Mr. Jeffords recommended approval of the 2011 SALS budget as presented. Motion carried.
- B. Building: The air quality testing was performed over three days. Preliminary results show no problems. A written report will be forthcoming.

The glazier is coming to measure for the front entry, the mezzanine, and Jill Martz' office. It will take four to six weeks to get the glass ready, and it can be installed unless it is snowing or raining.

The smoke and carbon monoxide detectors are on order.

- C. Bylaws Committee:
- D. Central Library Aid and Services:
- E. County Aid Coordinators: A \$34,000 Grant has been submitted to Saratoga County for downloadable audio books.
- F. Library Services:
- G. Personnel:
- H. Trustee Nominating: A Hamilton County representative is still needed.

5. **Unfinished Business:**

- A. Search for Hamilton County Representative: Mrs. Helms will contact a couple of people from Hamilton County that may wish to serve on SALS Board.
- B. SALS Plan of Service: The Plan of Service meeting with the member libraries was well attended. Easton Library and Clifton Park-Halfmoon Public Library expressed appreciation of SALS looking for input from member libraries. A copy of Sandra Nelson's recommendations and report from the meeting is attached to the Official Minutes.

Mr. Jeffords moved, seconded by Mrs. McComb, to accept Sandra Nelson's Plan of Service report and to follow her recommendations regarding the elimination of the Technical Services Department. Discussion followed. Motion carried unanimously. SALS must be fiscally responsible. Mrs. Dallas suggested that resources be reallocated to keep up with technology.

Mrs. Gold moved, seconded by Mrs. Helms, that the Trustee and Library Program of the Year Awards be continued for the recognition, but no longer include a monetary award. Motion carried.

C. Annual Meeting---location for 2011 (53rd) Annual Meeting: SALS 53rd Annual Meeting will be held at the Saratoga Springs Holiday Inn, in conjunction with CDLC's Annual Meeting.

6. **New Business:**

A. Vote on SALS 2011 Budget:

B. Letter of Engagement from Auditors: Miss Hoover moved, seconded by Mrs. Helms, that the Board authorize Dr. Elman to sign the Letter of Engagement from Flynn, Walker Diggin C.P.A., P.C. Motion carried.

7. **Director's Council Report:**

8. **Announcements:** Ms. McDonald introduced Richard Leonelli, President of the Crandall Public Library Board of Trustees. There is an opportunity to tour Crandall Public Library and the Hyde Collection on November 5th.

Dr. Elman noted that Clifton Park-Halfmoon Public Library pension costs increased 16.8%.

Meeting adjourned at 1:56 p.m.

Respectfully submitted,

Nancy L. Bowen
Recording Secretary