

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting ■ **October 20, 2020** at 1 p.m.
held virtually via GoToMeeting

MINUTES

The regular meeting of the Southern Adirondack Library System was held Tuesday, October 20, 2020, held virtually via GoToMeeting and brought to order at 1:00 p.m. with President Jordan Hornstein presiding.

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

1. **Public Comment:** None.

2. ***Approval of Board Meeting Minutes of September 15, 2020:**

Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the September 15, 2020 Board meeting. One redundant statement was noted for removal by Mrs. Dallas. Ms. Connell moved, seconded by Ms. Lindner, to approve the September 15, 2020 minutes of the SALS Board meeting with the amendment. Motion carried.

3. ***Treasurer's Report and Monthly Budget Reports for September: Warrants 2020-24 through 2020-25 and TA20-19 through TA-20:**

Mr. Jeffords reviewed the September 2020 Treasurer's and Monthly Budget Reports. Ms. Cowin moved, seconded by Ms. Connell, that receipt of the September report be acknowledged and filed for audit. Motion carried. (*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 that SALS received state aid, reduced by 22.6% from last year. State Aid for member libraries was distributed as well, which will be evident in the October warrants. SALS will receive \$39,970 through the federal CARES Act. We will be required to submit an application to the Division of Library Development to spend the money in particular areas: on digital inclusion and related technical support; efforts that prevent, prepare for and respond to COVID-19. Funds need to be spent by April 2021 and guidelines and application procedures will be released by the end of October.

Mrs. Dallas has been attending member library board meetings, and is impressed by the dedication of the boards and staff in navigating and providing library services during the pandemic. The board and public can see the services being provided on the SALS website. The NYS Education Department will also be providing information on its website of library services throughout the state.

The Library Trustee Association's section of NYLA is looking for a representative from either SALS or a SALS member library.

Mrs. Dallas reported that there is a new law that requires association libraries to begin providing either paid or unpaid sick leave beginning January 1, 2021. The number of hours, and the paid vs unpaid hours is dependent upon the library's budget and number of staff.

All libraries will need to add to their pandemic reopening plan. SALS staff are developing a template to help provide the information. Ms. Borden requested Mrs. Dallas let the SALS Directors know a template is in the works. SALS will need to update its plan as well. These are due by the end of March 2021.

Mrs. Dallas shared she has been asked to Chair the Penguin Random House Library Award for Innovation and to Chair the NYLA Intellectual Freedom Committee.

SALS will need to send out an evaluation of its services shortly. It was going to be done back in March – but we decided to postpone while libraries were developing plans to respond to COVID-19. SALS staff will also need to develop a plan to begin its next five-year plan of service. Mr. Wise asked about the Board's involvement on the plan, and Mrs. Dallas assured him their role was to review and approve the plan once a draft was prepared.

Mrs. Dallas attended a NYS advocacy informational session and reported back that Advocacy Day will be done virtually in 2021.

Mrs. Dallas noted that SALS is beginning to look at some of the subject headings used in the shared MVLS/SALS catalog. Earlier this year, SALS created a Social Justice Statement reflecting our desire to be an equitable organization and committed ourselves to address injustice in our profession. The subject heading being examined is illegal aliens and the discussion is to change it to either undocumented immigrants or non-citizens. Mrs. Dallas will bring this request to the JA Council.

REALM is studying COVID-19 on library materials. The state of Oregon put out information that materials did not need to be quarantined, while REALM gave guidance it should be ninety-six hours. The NYS Department of Health would not offer guidance on the quarantining of library materials, so we are maintaining our three-day (72-hour) quarantine on library materials.

Finally, Mrs. Dallas once again expressed her appreciation of the SALS and JA staff for all they are doing.

A. Joint Automation Report: None.

B. Other: None.

5. **Committee Reports:**

A. Audit & Finance (R. Wise, chair): None.

B. Building (C. Connell, chair): None.

C. Bylaws Committee (R. Wise, chair): Mr. Wise reminded everyone to return conflict of interest certifications to Ms. Winter.

D. Central Library Aid and Services (D. Nemer, chair): None.

E. County Aid Coordinators (Seifts, Connell, Odess, Cowin): None.

F. Library Services (C. Kuhr, chair): None.

G. Personnel (L. Borden, chair): None.

H. Trustee Nominating (E. Cowin, chair): None.

6. **Unfinished Business:** None.

7. **New Business:**

A. **Approve Proposed 2021 SALS Budget* (enclosure)

Mr. Wise reviewed the budget as it was presented at the September meeting and asked for discussion. Ms. Connell asked about JA fee increases for member libraries. Ms. Winter noted that SALS agreed to a staggered increase in fees to JA over a period of years that does not affect member libraries. Mr. Odess asked what our reserves will look like based on the budgeted spend-down in 2021. Mr. Jeffords noted it should still be around \$2 million. Ms. Kuhr asked about the drastic increase and then decrease in budgeted professional fees. Ms. Winter responded SALS typically pays for an outside consultant to perform its five-year plan, but after initially planning to hire this project out, it will now be done internally amid funding concerns. 2021 Budget proposed by Finance Committee. Ayes: All; Nays: None. Motion carried.

8. **Director’s Council Report:** None.

9. **Announcements:** None.

Meeting adjourned at 1:30 p.m. Moved by Ms. Borden. Seconded by Mr. Odess. Motion carried.