

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **October 28th, 2014** at 1:01 p.m.
at the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, October 28, 2014 at the System Service Center and brought to order at 1:01 p.m. with President Frank Mezzano presiding.

Present were: Mmes. Connell, Debus, Hoover, McComb, and Payne and Msrs. Hornstein, Mays, Mezzano, Odess, Plantier and Wise. Also present were: Sara Dallas, Director at SALS, Bob Jeffords, SALS Treasurer, ,Kathy Naftaly, Director at Crandall Public Library in Glens Falls, Michael Sullivan, Director at Richards Library, Jennifer Ferriss, SALS Assistant Director & Community Liaison, Jill Martz, Administration & Finance Manager at SALS, and Jill Ryder, Librarian/Collection Management Consultant.

Excused absence: Ms. Nemer.

1. **Approval of Board Meeting Minutes of September 16, 2014:** Mr. Mezzano asked if there were any additions, corrections, or deletions to the minutes of the September 16, 2014 Board meeting. Mr. Hornstein moved, seconded by Mrs. McComb, to approve the minutes of the September 16, 2014 SALS Board meeting as distributed. Motion carried.
2. **Treasurer's Report and Monthly Budget Report for September; warrants:** Mr. Odess moved, seconded by Ms. Debus, that receipt of the September report be acknowledged and that they be filed for audit. Motion carried. Warrants 2014-27 through 2014-30 and TA14-18 through TA14-20 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 Meeting packets*):
 - A. **Joint Automation Report:** Mrs. Dallas reported Mr. Mays will be requesting a 2014 budget amendment. The JA fees will be increasing in 2015. The membership is informed a year in advance of any increase in fees. One of the JA staff got married in October in Las Vegas. Congratulations to Chris Mundell.
 - B. **Other:** Mrs. Dallas reported that the CVW Long Lake Public Library has a new director, Christine LaRoque.
 - C. There were some issues with the construction grant for the Waterford Public Library. Purchasing of furniture from a previous year project is not allowable. Mrs. Martz working with Meghan Brennan of Butler Rowland Mays Architects LLP has revised and resubmitted the grant to NYS for the same amount as approved by SALS Board.
 - D. Mrs. Dallas and Mrs. Martz have been investigating various Warren County venues for the SALS 2015 Annual Trustee Meeting. The Board will be asked to choose between The Great Escape Lodge and The Fort William Henry Hotel and Conference Center.
 - E. The variance request submitted to NYS by SALS Board has not been approved. Mrs. Dallas is working with the Schuylerville Public Library Director and Board to resubmit the variance.
 - F. The New York Library Association's Annual Conference will be held next week in Saratoga Springs, NY. If any of the Board is interested in attending please speak with Mrs. Dallas after the meeting. Mr. Mays will be presenting workshops at NYLA.
 - G. Mrs. Dallas thanked SALS staff for doing an excellent job while she was away on vacation for two weeks.
 - H. Ms. Dallas reported that several of our contacts at Polaris have been let go due to the acquisition by Innovative Interfaces Inc.

4. **Committee Reports:**

- A. Audit & Finance: The 2015 Budget was presented at the September SALS Board Meeting and was distributed to all SALS member libraries for comment. No comments were received. Mr. Wise moved, seconded by Ms. Hoover that the 2015 SALS Budget be approved as presented. Motion carried. Mr. Jeffords presented a budget amendment to the 2014 SALS Budget due to additional income and expense of NYS Grant-In-Aid of \$700. Ms. Debus made a motion to approve the amendment, seconded by Mr. Odess. Motion carried.
- B. Building:
 - 1. Munter Enterprises will be here this week to do the masonry project in the computer room.
 - 2. SALS has been approached by a neighbor to install a replacement fence on the south side of the vacant lot. The neighbor will be responsible for maintenance and any liability associated with the project.
 - 3. SALS was paid \$50 to park the Batchellor Mansion Inn's bucket truck in the parking lot for the weekend.
 - 4. Mr. Mays would like to schedule a meeting of the Buildings Committee to review and revise the NYS Library Construction SALS procedures.
- C. Bylaws Committee: Ms. Debus discussed changes, deletions and corrections to the first 3 sections of the by-laws. She will continue to present suggested revisions by section at subsequent meetings. When the review is complete, a draft will be presented.
- D. Central Library Aid and Services: No report.
- E. County Aid Coordinators: Mr. Mezzano (Hamilton County Coordinator) reported that the Hamilton County will be the same as 2014 No change is anticipated for Warren or Saratoga County Aid.
- F. Library Services: SALS Challenge Grants have been distributed to the member libraries.
- G. Personnel: No report.
- H. Trustee Nominating: No report.

5. **Unfinished Business :**

- A. Approve proposed 2015 budget: see Audit and Finance Committee report.
- B. Review, discuss, approve policies: Three policies, after being reviewed by the SALS Attorney were distributed to the SALS Board members electronically for their review. Discussion and comments were shared and it was determined the Workplace violence and Harassment policy need some language refinement to make them consistent. Mrs. McComb moved, seconded by Mr. Hornstein that the Conflict of Interest Policy be approved. Motion carried with one opposition (Mr. Odess). The policy and questionnaire will be sent to all SALS Board Members and SALS staff for signatures.
- C. SALS Annual Trustee Meeting: The SALS Board voted by show of hands to hold the Annual meeting at The Fort William Henry Hotel and Conference Center.

6. **New Business:**

- A. Letter of Engagement from Flynn, Walker, Diggin CPA, P.C.: Ms. Debus made a motion to authorize the SALS President and Treasurer to sign the engagement letter, seconded Mr. Odess. Motion carried. It was suggested that next year, a Request for Quote proposal be distributed to other firms.
- B. Approve proposed 2014 JA Budget Amendments: Mr. Mays moved, Seconded by Ms. Debus that the JA Budget amendments to increase professional fees \$6,100 and hardware maintenance \$5,000 to be drawn from the JA general cash reserve. Motion carried.
- C. Request to add Krista Conrick to SALS Outreach Advisory Committee: Mr. Odess moved, seconded by Ms. Payne that Krista Conrick from WSWHE BOCES be appointed to the SALS Outreach Advisory Committee.
- D. Cash Management Service Resolution: This was available for Board perusal. Mr. Jeffords explained it was so the he could access the Saratoga National Bank accounts online. It would allow him to view banking information and transfer between accounts. The resolution will need to be voted on at the November 18, 2014 Board meeting.

7. **Director's Council Report:** no report

8. **Announcements:**

SALS Board Meeting Minutes, October 28, 2014.....3

Mr. Mays reported attending a meeting at the Kinderhook Memorial Library. He met the honorary chair who was a 103 year old woman. Besides being a great advocate for the library, she held the first library card issued by the library. Her family entertained Queen Wilhelmina during World War II. When she was in her nineties, she wrote the book "I'm Not Ready For the Rocking Chair Yet".

Next SALS Board Meeting will be on held November 18, 2014 at 1P.M.

Mr. Mays moved, seconded by Ms. Payne to adjourn the meeting. Motion carried. Meeting was adjourned at 2:17 p.m.

Respectfully submitted,

Jill Martz
Recording Secretary