

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **October 17, 2017** at 1:02 p.m.

At the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, October 17, 2017 at the System Service Center and brought to order at 1:02 p.m. with President Jordan Hornstein presiding.

Present were: Mmes. Borden, McComb, Connell and Seifts, and Messrs. Hornstein, Mays, Odess, and Wise. Also present were: Sara Dallas, SALS Director; Bob Jeffords, SALS Treasurer; Cindy Mirra, SALS System Services Support Representative; Dianne Winter, SALS Financial Clerk & Administrative Assistant at SALS; Erica Freudenberger, SALS Outreach & Engagement Consultant; Jill Ryder, SALS Collection Management Consultant and Assistant Director; Jack Scott, SALS Technology & Community Youth Services Consultant; Kathy Naftaly, Director at Crandall Public Library in Glens Falls.

Absent with prior notice were: Mmes. Debus, Nemer and Payne, and Messrs. Plantier

1. **Public Comment**: None (Mary Anne Waltz, Division of Library Development, cancelled prior to the meeting).
2. **Approval of Board Meeting Minutes of September 19, 2017**: Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the September 19, 2017 Board meeting. Mr. Hornstein moved, seconded by Ms. Connell, to approve the minutes of the September 19, 2017 SALS Board meeting as distributed. Motion carried.
3. **Treasurer's Report and Monthly Budget Report for September; Warrants**: Mr. Jeffords reviewed the September 2017 Treasurer's and Monthly Budget Reports. Mr. Wise moved, seconded by Mr. Mays, that receipt of the September report be acknowledged and filed for audit. Motion carried. Warrants 2017-25 through 2017-28 and TA17-20 through TA17-21 were available for Board perusal. (*Copy attached to the Official Minutes*).
4. **Director's Report** (*in addition to the written report sent out with the Board Meeting packets*): Ms. Dallas reported that more than 100 people registered for the Security workshop on October 27, 2017, and anticipates that the number will go up to 140-150 range. The workshop will take place at Crandall Library in the morning and at Saratoga Library in the afternoon.

Work continues on the SALS building. Due to a back order, the work will take a little longer than first estimated. Neighbors have thanked us for replacing the sidewalk.

State Budget receipts are expected to be lower than anticipated. There could be significant problems with Medicaid, and anticipated cuts of Federal funds will mean a tighter state budget. Trustees, library staff and library users will need to continue to advocate for libraries and library services in New York State.

The Raquette Lake Library Construction Challenge grant funded an architect to design and provide construction documents for additional workspace and a reading room. The Board has decided not to proceed with the planned work for various reasons, and thus will not be hiring an architect. The SALS Board will need to decide how to proceed in regards to the funding it provided.

Joint Automation

The current JA fee paid by member libraries does not cover the cost of JA. When the JA Finance Committee met, they reported that they do not want to institute a drastic change in the library’s costs. The formula to determine fee income should continue to be easy to understand and compute. Action needs to be taken to address and solve the current disconnect between predicted fees and the actual fees collected. It is the responsibility of JA, MVLS and SALS to develop a more sustainable budget. Work is being done internally to see if there are ways to cut costs and provide more efficient and effective services.

Although the fee formula has increased four times since 2011, there has been no actual increase in the fees collected since 2011. As of 2018, JA has had five years of increasing structural operating deficits. Both systems may need to increase their contributions.

Eric Trahan, Diane Robinson, Michele Largeau and Sara Dallas will be meeting with representatives from III during NYLA in November. Diane and other staff members have developed a list of examples and concerns that will be shared in advance of the meeting.

5. Committee Reports:

- A. Audit & Finance: Mr. Wise reported the budget will be discussed during unfinished business.
- B. Building: no report
- C. Bylaws Committee: no report
- D. Central Library Aid and Services: no report
- E. County Aid Coordinators: Ms. Seifts reported that she wrote a letter to Washington County introducing herself and has made a request for continued support.
- F. Library Services: no report
- G. Personnel: no report
- H. Trustee Nominating: no report

6. Unfinished Business:

- A. Approve proposed SALS 2018 Budget: Mr. Wise moved, seconded by Ms. McComb, to approve the proposed 2018 budget. Motion carried.
- B. Approve proposed, revised SALS 2017 Budget: Mr. Jeffords reviewed the proposed, revised SALS 2017 Budget. Mr. Wise moved, seconded by Mr. Odess, that the budget be approved. Motion carried.
- C. *Letter of Engagement from Flynn, Walker, Diggin C.P.A., P.C.*: Mr. Odess moved, seconded by Ms. Borden, to authorize the SALS President and Treasurer to sign the engagement letter. Motion carried.
- D. *Site of SALS 2018 Annual Dinner: Ms. Borden moved, seconded by Mr. Wise to hold the 2018 Annual Dinner at the Saratoga Excelsior Springs. Motion carried.
- E. *Raquette Lake Construction Challenge Grant: Mr. Mays reported that The Raquette Lake Library Board has not fulfilled their end of the grant transaction. Mr. Wise Moved, and Mr. Odess seconded, to have the money returned to SALS. Motion carried.
- F. *Employee Handbook:
 - 1. Ms. Borden moved, and Mr. Mays seconded, to approve listing domestic partners in the health insurance coverage. Mr. Odess opposed. Motion carried.
 - 2. Mr. Mays moved, seconded by Mr. Odess, to approve NY Paid Family Leave be paid by SALS. Motion carried.
 - 3. Social Media Policy: Mr. Mays discussed that many public library systems have adopted social media/media relations policies to include in their

handbooks. SALS does not currently cover this topic in their handbook. It is requested that SALS board develop a policy and review it at a future Board meeting.

4. Conference Time and Holidays: Mr. Mays reported that there are times a board approved holiday falls on a day when staff will be attending a conference. Mr. Mays moved, seconded by Ms. Borden, to allow the staff to accrue the time and take a floating holiday. Motion carried.

7. **New Business**:

- A. *Renew Board Member Conflict of Interest Certifications: Ms. Dallas asked the Board members to read and sign there certifications and Ms. Winter collected them.

8. **Director's Council Report**: Ms. Naftaly reported that at the last Directors Council Meeting they voted to increase the contributions from each library for e-content.

9. **Announcements**: Mr. Hornstein moved to adjourn the meeting. Motion carried. Meeting adjourned at 2:09 p.m.

Respectfully submitted,

Cindy Mirra
Recording Secretary