

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **September 20, 2016** at 1 p.m.
At the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, September 20, 2016 at the System Service Center and brought to order at 1:00 p.m. with President Frank Mezzano presiding.

Present were: Mmes. Borden, Connell, Debus, McComb and Nemer and Messrs. Hornstein, Mays, Mezzano, Odess, Plantier and Wise. Also present were: Sara Dallas, Director at SALS, Bob Jeffords, SALS Treasurer, Jennifer Ferriss, Assistant Director at SALS, Jill Martz, Administration & Finance Manager at SALS, Jill Ryder, Collection Management Consultant at SALS.
Absent with prior notice were: Ms. Payne.

1. **Public Comment:** None
2. **Approval of Board Meeting Minutes of June 21, 2016:** Mr. Mezzano asked if there were any additions, corrections, or deletions to the minutes of the June 21, 2016 Board meeting. Mr. Hornstein moved, seconded by Ms. Nemer, to approve the minutes of the June 21, 2016 SALS Board meeting as distributed. Motion carried.
3. **Treasurer's Report and Monthly Budget Reports for June, July and August; Warrants:** Mr. Jeffords reviewed the June, July and August 2016 Treasurer's and Monthly Budget Reports. Ms. Debus moved, seconded by Mr. Mays, that receipt of the June report be acknowledged and filed for audit. Motion carried. Ms. Debus moved, seconded by Ms. Borden, that receipt of the July report be acknowledged and filed for audit. Motion carried. Mr. Odess moved, seconded by Ms. Debus, that receipt of the August report be acknowledged and filed for audit. Motion carried. Warrants 2016-15 through 2016-27 and TA16-12 through TA16-18 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*): Mrs. Dallas reported that some excellent candidates have applied for the position of Outreach Consultant. Interviews have been scheduled. It is hoped, by the next board meeting, someone will have accepted the position.

There has been some turnover over member library directors:
Cambridge – new director has been named
Salem – interim director has been named
Hudson Falls – job announcement has been posted

Jennifer Ferriss and Sara Dallas both are ALA Councilors – permission was requested to attend ALA Midwinter (January 20-24– in Atlanta) and ALA Annual in June in Chicago (June 22 – 27) Permission for Michele Largeteau and Jill Ryder to attend the IUG Conference (April 2-April 5, 2017) was requested. Ms. Nemer moved to approve these requests, seconded by Mr. Odess. Motion carried.

Dr. Carla Hayden has been confirmed as Librarian of Congress. Carla made history when she was confirmed as the 14th Librarian of Congress, becoming the first woman and first African-American to hold the position. Hayden joins "CBS This Morning" to discuss her responsibility for overseeing the world's largest library. Mrs. Dallas has had the privilege working with her through PLA.

Mrs. Dallas is continuing visits to member libraries to meet with the boards

MVLS/SALS JA Project has been working on the privacy policy for JA and the database, the policy has gone to committee and will be presented to JA Council for approval. After it is approved by JA Council, it will be presented to both SALS and MVLS boards of trustees for their approval. The work on this policy began as part of the Firewall testing.

Mrs. Dallas requested to send a letter to Senator Farley, from the SALS Board of Trustees, thanking him for all he has done for libraries.

There are copies of the Conflict of Interest Policy in your files. Please sign and return.

5. Committee Reports:

A. *Audit & Finance:* Mr. Wise reported on the JA meeting of September 14, 2016. The remaining computers are being delivered from the last group order. JA staff will meet with the Gloversville Public Library to discuss RFID. E-content has been added to the Polaris database and circulation is now counted and billed in JA circulation fees. JA staff has been setting up iPad Labs and holding RFID demos from four vendors.

Mr. Wise presented the 2017 JA Budget moved that the Budget be approved as presented, seconded by Ms. Debus. Motion carried.

Mr. Wise discussed the SALS Proposed 2017 and Proposed Revised 2016 Budget that will be voted on at the October meeting. Mr. Wise moved that the \$152,314.03 from the Capital Fund be transferred to the General Fund and be included in the budget on a separate building maintenance and repair line, seconded by Ms. Debus. Motion carried.

B. *Building:* Mr. Mays presented the NYS DLD Construction Grants. Three of the seven libraries are clients of Mr. Mays. Ms. Debus, for the committee recommended approving all of the grants at the 75/25% match level, seconded by Mr. Hornstein. Mr. Mays abstained. Motion carried.

Library	Project	Total Cost	75% match
Argyle Free Library	Accessible bathroom	\$ 21,900	\$ 16,425
Bolton Free Library	Accessible ramp	\$ 10,980	\$ 8,235
Easton Library	Renovation of public meeting room	\$ 60,954	\$ 45,715
Greenwich Free Library	Transformation of basement storage into learning and meeting space. Air conditioning system update	\$ 132,500	\$ 99,375
Stillwater Free Library	Expanded Parking Lot	\$ 23,850	\$ 17,888
Town Of Johnsbury Library	Solar panels	\$ 60,775	\$ 45,581
Waterford Public Library	Public Restrooms Remodeling	\$ 49,300	\$ 36,975
	Total		\$ 270,194

This leaves a balance of \$268,124 in available money that can be used for various SALS projects. Pricing will be gathered prior to the October meeting and a SALS grant will be prepared. We may have approximately \$140,000 in projects. The maximum NYS Construction match for Systems is 50%.

Mr. Mays presented the revised Construction Challenge Grant application for 2017. It was noted that the improvements made should be things that the public will notice, professional service will be allowable expenses. Mr. Odess moved the application be approved, seconded by Mr. Hornstein. Motion carried.

- C. Bylaws Committee: no report
- D. Central Library Aid and Services: no report
- E. County Aid Coordinators: Mr. Mezzano reported the money from Hamilton Co. is in the budget.
- F. Library Services: Ms. Debus presented the Library Services Seed Challenge grant application. Projects can be \$10,000 maximum and \$1,000 minimum. The projects can be combined with other libraries. Ms. Debus moved, seconded by Mr. Wise, the application be approved. Motion carried.
- G. Personnel: no report
- H. Trustee Nominating: no report

6. Unfinished Business:

7. New Business:

- A. Variance for Hadley-Luzerne Public Library: Ms. Debus moved, seconded by Ms. Borden that the variance for Hadley-Luzerne Public Library be approved. Motion carried.
- B. SALS Plan of Service, 90.3 and Central Library Plan of Service: Mr. Mays moved, seconded by Ms. Debus, SALS Plan of Service 2017-2021, 90.3 and Central Library Plan of Service be approved. Motion carried.
- C. Revised Employee handbook Mr. Odess moved, seconded by Ms. Nemer, the revised Employee Handbook be approved. Motion carried.

8. Director's Council Report: no report

9. Announcements: Mr. Mays reported a new 10,250 sq. ft. library in Highland, a member of the Mid-Hudson Library System, is having a groundbreaking ceremony September 25. Mr. Wise reported Clifton Park-Halfmoon Public Library's budget passed. Ms. Debus moved, seconded by Mr. Mays, to adjourn the meeting. Motion carried. Meeting adjourned at 2:17 p.m.

Respectfully submitted,

Jill Martz
Recording Secretary