

SOUTHERN ADIRONDACK LIBRARY SYSTEM

22 WHITNEY PLACE • SARATOGA SPRINGS NY 12866-4596

(518) 584-7300 ☐ FAX (518) 587-5589

SALS Board Meeting ■ **September 15, 2020** at 1 p.m.
held virtually via GoToMeeting

MINUTES

The regular meeting of the Southern Adirondack Library System was held Tuesday, September 15, 2020, held virtually via GoToMeeting and brought to order at 1:02 p.m. with President Jordan Hornstein presiding.

Present were: Mmes. Borden, Connell, Cowin, Seifts, Shapiro, Kuhr, 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.

Absent with prior notice were: Mme. Lindner and Nemer.

1. **Public Comment:** None.

2. ***Approval of Board Meeting Minutes from June 16, 2020:**

Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the June 16, 2020 Board meeting. Ms. Borden moved, seconded by Mr. Odess, to approve the June 16, 2020 minutes of the SALS Board meeting as distributed. Motion carried.

3. ***Treasurer's Report and Monthly Budget Reports for June, July and August: Warrants 2020-9 through 2020-23 and TA20-8 through TA20-18:**

Mr. Jeffords reviewed the June, July, and August 2020 Treasurer's and Monthly Budget Reports. Mr. Wise moved, seconded by Ms. Connell, that receipt of the June, July, and August reports 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*):

SALS Facebook page reached 1.2 million people from 8/18-9/14/20. Mrs. Dallas applauds Ms. Freudenberger for her work on maintaining the page with a combination of important information and lighthearted posts.

The SALS website has a link updated weekly showing the status of library services in all of our member libraries:

- 13 libraries are offering notary services to the public
- 20 libraries are offering limited in-library browsing
- 2 libraries are not offering telephone and/or email services
- 1 library is allowing meeting room use
- 2 libraries are doing outside, socially-distant, in-person programming

A study is being done by the Institute of Museum and Library Services to check for the presence of the coronavirus on materials, and found it could be present for up to 96 hours. The study does not provide

recommendations or final evaluations. After discussion, SALS and MVLS recommend that the quarantining of library materials remains at 72 hours.

SALS received approximately 80% of basic state aid payment. No other state funds have been released, including no word about releasing FY19 State Aid for Library Construction.

There are new or interim library directors throughout the SALS service area: Argyle Free Library, Burnt Hills – Town of Ballston Community Library, Salem – Bancroft Public Library, Caldwell-Lake George Library, and Town of Johnsbury Library.

Mrs. Dallas has started to attend member library board meetings, beginning with Raquette Lake Free Library.

Mrs. Dallas will return to the SALS building the last week in September and will begin to be included in the management rotation.

The 2020 Census will be winding down at the end of the month. All library trustees, staff, and community leaders are asked to assist in the final push to get an accurate census count.

SALS Board Committees - including Building, Personnel, and Audit and Finance – have held meetings and will report out during today’s meeting.

Mrs. Dallas has been working with member library boards over the past six months. She is impressed with their dedication and efforts to keep their staff and community safe while balancing efforts to reopen their buildings physically after months of being open virtually. She reminds the board members that while they may want to return to “normal,” there are constraints placed upon us due to the pandemic and NYS Executive Orders. No one had prior training to know how to handle an epidemic – and all of the boards are embracing the challenge and doing outstandingly in their efforts to provide services to their community.

Mrs. Dallas applauded Ed Donoghue, Board President of the Bancroft Public Library in Salem. He has been successful in moving the registration and chartering of the library forward – and after two years, she believes it will be accomplished. Also, she acknowledged this library for their community partnerships to allow children who lack any broadband a place in the library to attend school remotely.

A. Joint Automation Report:

At the September 9, 2020 JA meeting, the Council approved the 2021 JA Draft Budget. It now needs to be approved by both the SALS and MVLS Boards of Trustees. Diane Robinson is retiring, and other employees are taking on her responsibilities along with pay increases. JA may hire an entry-level person in late 2021, all of which is included in the 2021 JA Draft Budget.

Mr. Wise shared additional updates about the JA Project from the meeting including:

- All laptops from the previous group order were delivered. All staff devices have been configured, and JA staff is sending them out to libraries with instructions to enable remote setup.
- The Barracuda Backup testing was complete and a good solution. Backing up to tape and storing offsite at Saratoga Springs Public Library is no longer needed.
- JA has been working with Crandall Public Library in planning for replacement of RFID hardware and software, and Jason Thomson served as intermediary to work out a solution. The library has since signed a contract and is expecting a late fall installation.
- JA staff and system trainers have met to discuss a way to streamline Report Archives. Reports in multiple formats will no longer be saved, and all reports will be evaluated to see which are being used.

- Council determined that inactive borrowers of seven years or older, regardless of amount owed (currently cut off at \$100), would be deleted.
- Self-registration process through website at some member libraries is being pursued.

B. *Other*: None.

5. Committee Reports:

A. *Audit & Finance (R. Wise, chair)*: Mr. Wise reviewed proposed 2021 SALS budget (to be voted on at the October 20, 2020 meeting).

- 20% funding cut expected from New York State
- No salary increases for 2021. Budgeting for potential replacement of Systems Services Support Representative in 2021. In lieu of salary adjustment, Personnel Committee is recommending adding Juneteenth as a holiday for all staff beginning in 2021. Expected \$16,000 savings in Personnel for the year from original 2020 budget.
- Major expense reductions (aside from pass-through funds) include:
 - o Travel & Continuing Education (-\$30k)
 - o Marc Records – We haven’t spent more than \$6k in this line item for years as it is now incorporated into the JA fee SALS pays under the Technology line item. (-\$19k).
 - o Challenge Grants would be discontinued for 2021 (-\$110k)
- Results in a shortfall of \$262,170 that SALS would spend down from Reserves. SALS often budgets a figure of this size, but budgeted expense items are typically higher than actuals, so we rarely spend down the amount we budget. It is expected we will actually spend down this amount as this is a very lean budget.

Mr. Wise reviewed the 2020 expense-side amendments amounting to \$148,035 decrease:

- SALS will realize a partial savings in Salaries and Benefits by not immediately replacing a retiree. Two staff receiving temporary raises to complete her work on top of their own. This additional pay will cease if/when the retiree is replaced with a new full-time staff person, or we arrive at another solution. Net decrease in Personnel expenses of \$10,111
- Travel and Continuing Education ended in March - decreased by \$15,000
- Professional Fees for consultant cut - decreased by \$50,000
- Delivery Service halted at beginning of pandemic - decreased by \$31,928
- MARC Records captured in SALS JA contribution - decreased by \$15,000
- Challenge Grants suspended for remainder of year - decreased by \$25,997

B. *Building (C. Connell, chair)*: Ms. Connell presented the SALS member libraries’ FY20-21 State Aid for Library Construction applications and committee recommendations. The committee received three applications totaling \$362,860, and SALS has \$396,655 to disseminate. Projects include:

Southern Adirondack Library System FY2021 Construction Grants						
Project #	Library Code	Title	Institution	Total Project Amount	Requested	%
0386-21-9144	SLM	Bancroft Library Window Replacement	Bancroft Public Library (Salem)	18,974.00	14,231.00	75%
0386-21-9146	GRA	Pember East Side Roof Replacement	Pember Library & Museum	14,838.00	11,129.00	75%
0386-21-9057	STI	Stillwater Public Library Building Acquisition	Stillwater Public Library	450,000.00	337,500.00	75%

The Committee expressed concerns the Pember project, as to whether it is a true replacement rather than a repair, and concerns with the Stillwater project, based on the difference between the sale price and the appraised and assessed values for the building. Ms. Connell noted these concerns should be shared with the libraries and the Committee recommends the projects for further review by DLD and DASNY.

- C. Bylaws Committee (R. Wise, chair): Mr. Wise requested that all trustees complete their annual conflict of interest certifications and return them to Ms. Winter. Ms. Winter asked that trustees return their certificates by the October board meeting.
- D. Central Library Aid and Services (D. Nemer, chair): Mrs. Dallas reported that CBA and CLDA funds have not been received yet from the state.
- E. County Aid Coordinators (Seifts, Connell, Odess, Shapiro): Ms. Seifts contacted Hamilton County encouraging them to continue their important support of libraries, and received a positive response. Mrs. Dallas reported that Ms. Ryder submitted the Saratoga County request earlier this month for the 2021 e-content funding. Mrs. Dallas reported that Ms. Nemer had been in touch with Warren County asking for their continued support of libraries.
- F. Library Services (C. Kuhr, chair): None.
- G. Personnel (L. Borden, chair): Ms. Borden presented the Personnel Committee's recommendation of adding Juneteenth as an additional holiday in lieu of providing staff with a salary increase for 2021. The System Services Support Representative was not replaced upon her retirement in August 2020. Several staff have taken on her responsibilities and are being compensated while they complete these tasks. As mentioned in the 2021 Budget discussion, it is hoped that these responsibilities and compensation will be reallocated to a new System Services Support Representative to be hired in 2021.

Ms. Borden also noted a more robust Telecommuting Policy was shared with the board in advance of the meeting. This is a temporary policy giving permission to our employees to work from home and by computer during an emergency. If such a time comes that the board wants to extend this policy to non-emergency times, that will require further discussion.

H. Trustee Nominating: (D. Nemer, chair): None.

6. Unfinished Business:

7. New Business:

- A. *Approve SALS 2020 Budget Amendment (enclosure)
Mr. Wise moved, seconded by Ms. Borden. Ayes: All; Nays: None. Motion carried.
- B. *Approve addition of Juneteenth holiday beginning in 2021
Ms. Borden moved, seconded by Ms. Seifts. Ayes: All; Nays: None. Motion carried.
- C. *Approve member libraries' State Aid for Library Construction applications
Ms. Connell moved, seconded by Ms. Shapiro. Ayes: 9; Nays: 1 (Mr. Odess). Motion carried.
- D. *Approve Telecommuting Policy.
Mr. Odess moved, seconded by Ms. Taylor. Ayes: All; Nays: None. Motion carried.
- E. *Approve JA 2021 Budget
Total income of \$1,008,806; total expense of \$936,624. Projected surplus of \$72,182
Major change to budget for 2021:
 - No salary increase, one staff person retires in 2020 and will not be replaced, but several staff members will take on some of her duties for the time being.Mr. Wise moved, seconded by Ms. Connell. Ayes: All; Nays: None. Motion carried.

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

9. **Announcements**: Ms. Freudenberger and Mr. Scott shared the “Leaving Our Fingerprints” project and encouraged trustees to participate.

Mr. Wise shared that the CPH library sent out a newsletter with pandemic stories, as part of the educational and community archival work of their library.

Meeting adjourned at 2:13 p.m. Moved by Ms. Shapiro. Seconded by Ms. Connell. Motion carried.