

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **September 15, 2009** at 1 p.m.
at the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, September 15, 2009 at the System Service Center and brought to order at 1:09 p.m. with President Arnold Elman presiding.

Present were: Mmes. Gold, Helms, Hoover, Payne, and Smith, and Mssrs. Elman, Jeffords, and Mosher. Also present were: Sara Dallas, Director at SALS, Marie Ellsworth, Director at Caldwell-Lake George Library, Jill Martz, Administration & Finance Manager at SALS, Kathy Naftaly, Assistant Director at Crandall Public Library, and John Plantier, President, Board of Trustees of the Hadley-Luzerne Public Library.

Absent with prior notice were: Mrs. Nemer and Mssrs. DeFonce, Mays, and Pepper.

Dr. Elman welcomed guests and asked everyone to introduce themselves.

1. **Approval of Board Meeting Minutes of June 16, 2009:** Mrs. Helms moved, seconded by Mrs. Gold, that the minutes of the June 16, 2009 meeting be approved as distributed. Motion carried.
2. **Treasurer's Report and Monthly Budget Reports for June, July and August; warrants:** Mr. Jeffords briefly reviewed the Treasurer's Reports and Monthly Budget Reports. He noted that there is an \$11,000 surplus from the Construction Grant that must be spent within two years. Mrs. Smith moved, seconded by Mr. Mosher, that receipt of the Treasurer's and Monthly Budget Reports for June, July, and August be acknowledged, and that they be filed for audit. Motion carried. Mr. Jeffords noted that a copy of the proposed 2010 budget was in the board folders for review to be voted on at the October 20th meeting. Warrants 2009-15 through 2009-28, A09-10 through A09-16, and TA09-12 through TA09-20 were available for Board perusal. (Copy attached to the Official Minutes.)
3. **Director's Report:**
 - A. **Joint Automation Report:** The Joint Automation Council met on September 8th. It was decided to review the Bylaws in 2010, particularly the number of meetings section. The JA Staff will work on implementing the new ID Policy after the November Polaris Upgrade. To reduce the amount of paper, the Agreements between JA and member libraries will be done electronically. The signature page will be returned in hard copy. The servers have been replaced and new racks installed. There will be an upgrade to Polaris 3.5 on November 11, 2009 when most of the libraries will be closed.
 - B. **Other:** The Gloversville Free Library has instituted new borrowing guidelines.

SALS has not received approximately 30% of its State Aid as yet.

Crandall Public Library is applying for a Statewide Broadband Grant to assist in videoconferencing capacity.

There will be invitational Federal Library Services and Technology Grants. Guidelines are not yet available. SALS will fit the grant into its Plan of Service.

There will be a CPLA workshop tomorrow (9/16) on Construction with a Director's Council meeting as well.

There will be a "soft" opening of the Malta Branch of the Round Lake Library this month. Mrs. Dallas was impressed with both the JA and SALS staffs, working with the staff of the Women's Round Lake Improvement Society, to get the automation up and running

ALDS was praised for the delivery service. They are very cooperative and professional. SALS is still working with Velocity regarding the lost materials.

Mrs. Dallas thanked Cheryl Gold and the Landscaping Committee; the building looked beautiful all summer. Every week there were different flowers and colors.

There will be a Fundraising Workshop on October 20th at Crandall Public Library from 10 a.m. to noon. Rebecca Aldrich Smith from Mid-Hudson Library will be the presenter.

4. **Committee Reports:**

A. **Audit & Finance:**

i) *Review proposed 2010 budget (to be voted on at the October 20, 2009 meeting):* Mr. Jeffords reviewed the proposed 2010 SALS budget. Figures include a reduction of State Aid of 10%, no Supplemental Aid, and a 3% increase in salaries. Salaries are down even with the suggested increase due to loss of personnel. Please contact Mr. Jeffords with any questions or comments prior to the October board meeting. Mrs. Gold recommended that the people taking on the extra duties of the retired staff member have those specific duties added to their job description.

ii) **Budget Amendments:** The Audit & Finance Committee moved the following budget amendments:

Income:

Increase \$3,000 Lake Placid Foundation Grant
Decrease (\$3,500) Warren Co. Aid
Net decrease of (\$500)

Expense:

Increase \$3,000 Member Library Cont. Ed. and Travel
Decrease (\$3,500) Warren Co. Aid
Net decrease of (\$500)

Warren County Aid was reduced to a total of \$50,000. Mrs. Smith moved, seconded by Mr. Jeffords, that the distribution formula be: Crandall Public Library would receive 60% of the total amount, with the balance distributed based on Polaris annual report circulation statistics, and the minimum grant set at \$1,500. Motion carried. (Distribution list attached to the Official Minutes).

- B. Building:
- C. Bylaws Committee:
- D. Central Library Aid and Services:
- E. County Aid Coordinators:
- F. Library Services:
- G. Personnel:
- H. Trustee Nominating:

5. **Unfinished Business**:

6. **New Business**:

- A. Yearly Agreement between JAC and Libraries: Agreements and JAC policies will be e-mailed to the libraries, requiring only the signature page be returned.
- B. Re-establishment of the Compensation Committee: Dr. Elman brought up for discussion the reestablishment of the Compensation Committee. Discussion followed.
- C. Grants:
 - i) NYS Construction Grant recommendations: Mrs. Dallas reported on the three Construction Grant applications received. Mr. Jeffords moved, seconded by Mrs. Smith, approval of all three, ranking them in the following order:
 - (1) Greenwich Free Library--\$3,950 (Energy conservation; installation of increased air and thermal barriers in the attic and HVAC ductwork.)
 - (2) Stillwater Free Library--\$14,725 (Bringing rear entry up to building code and installing insulation and siding and new windows and air conditioning in the Teen Room.)
 - (3) Town of Inlet Public Library--\$11,991 (Energy efficient roof replacement)Motion carried.
- D. Annual Meeting---location for 2010 (52nd) Annual Meeting: Mr. Jeffords investigated places to have SALS Annual Meeting in Washington County. The Spiritual Life Center, about three miles from downtown Greenwich, would be able to accommodate SALS in the Trinity Dining Room. Mr. Jeffords also recommended adding the Underground Railroad area tour to the evenings' events. Bob Warren does an excellent musical presentation on Susan B. Anthony and could be the speaker. Mr. Jeffords moved, seconded by Mr. Mosher, that SALS Annual Meeting of May 17, 2010 be held at the Spiritual Life Center in Greenwich, and that Bob Warren be the program presenter. Motion carried.
- E. Attorney for SALS: Dr. Elman requested that this item be moved to the end of the meeting.

7. **Director's Council Report**: Ms. Ellsworth reported that the Directors Council did not meet in June, July, or August. Their next meeting will be September 16th at Saratoga Springs Public Library during the lunch break of the CPLA workshop with an organizational meeting for the 2009-2010 year. The following meeting will be September 30th at Raquette Lake Free Library at 11 a.m. The Directors plan to continue to meet at various member libraries.

8. **Announcements**: The Adirondack Museum award ceremony honoring Dick Merrill was attended by Mrs. Dallas, Mrs. Martz, and Christine McDonald, Director at Crandall Public Library. It was a very nice ceremony.

9. **Attorney for SALS**: Mrs. Helms moved, seconded by Mr. Mosher, that the Board go to Executive Session at 2:13 p.m. The Board returned from Executive Session at 2:24. Ms. Payne moved, seconded by Mrs. Helms, that SALS retain the firm of Snyder, Kiley, Toohey, Corbett & Cox LLP as SALS attorney. Motion carried. Mrs. Gold, Ms. Hoover, and Mr. Jeffords abstained.

Dr. Elman declared the meeting adjourned at 2:27 p.m.

Respectfully submitted,

Nancy L. Bowen
Recording Secretary