

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **September 16, 2014** at 1 p.m.
at the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, September 16, 2014 at the System Service Center and brought to order at 1:00 p.m. with President Frank Mezzano presiding.

Present were: Mmes. Debus, Hoover, McComb, Nemer, and Payne and Mssrs. Hornstein, Mays, Mezzano, Odess, Plantier and Wise. Also present were: Sara Dallas, Director at SALS, Bob Jeffords, SALS Treasurer, Christine Connell, Kathy Naftaly, Director at Crandall Public Library in Glens Falls, Ike Pulver, Director at Saratoga Springs Public Library, Michele Largeteau, JA Project Manager, Jennifer Ferriss, SALS Automation Training & Support and Youth Services Consultant, Jill Martz, Administration & Finance Manager at SALS.

1. **Approval of Board Meeting Minutes of June 17, 2014:** Mr. Mezzano asked if there were any additions, corrections, or deletions to the minutes of the June 17, 2014 Board meeting. Ms. Debus moved, seconded by Mrs. Nemer, to approve the minutes of the June 17, 2014 SALS Board meeting as distributed. Motion carried.
2. **Treasurer's Report and Monthly Budget Reports for June, July and August; warrants:** Ms. Payne moved, seconded by Ms. Debus, that receipt of the June report be acknowledged and that they be filed for audit. Motion carried. Mr. Mays moved, seconded by Mr. Wise, that receipt of the July report be acknowledged and that they be filed for audit. Motion carried. Mr. Hornstein moved, seconded by Mrs. Nemer, that receipt of the August report be acknowledged and that they be filed for audit. Motion carried. Warrants 2014-17 through 2014-26 and TA14-12 through TA14-17 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 requested Michele Largeteau, JA Project Manager, report on Joint Automation. The Joint Automation Council met September 10, 2014 at SALS. The latest group order of computer equipment has arrived and since it is all new hardware it will require a new configuration. Next group order will be sent out shortly to allow purchasing prior to year's end. It will be announced shortly that JA will continue to support the current PC models through 2015. JA staff has been working on replacing seven Polaris servers. The new version of Polaris will be installed on the Polaris trainer server December 2014 and the Production Server by February 2014. JA is working with Clifton Park-Halfmoon Public Library to replace the staff connection with fiber. They are working with Fort Plain, Schenectady County, Gloversville, Galway, Lake Pleasant and Cobleskill on building projects. The staff is working on an iPad project that will allow member library staff to easily erase patron information on the equipment returned to the library. Michele attended a PULISDO workshop in May that was very informative. She would like to have additional staff participate in future opportunities. There will be a JA Innovation Committee Meeting tomorrow at 9:30 am at MVLS.
 - B. **Other:** Mrs. Dallas reported on net neutrality. Comments are due at the FCC. She recommended that the Board write individually to share comments with the FCC.
 - C. Mr. Odess made a motion that SALS staff respond to the FCC. Mr. Wise seconded the motion. Motion carried.
 - D. There is a new NY Not for profit corporation law that requires additional policies be implemented. SALS staff have been working with Jim Cox, the SALS attorney on developing these policies.
 - E. SALS Trustee Jim Mosher, Saratoga County has verbally resigned as Trustee.

F. Ms. Dallas introduced Christine Connell former Waterford Public Library Board member. A motion was made by Mrs. Nemer and Seconded by Mr. Plantier to elect Mrs. Connell to fill the Saratoga County vacancy. Motion carried.

4. **Committee Reports:**

A. **Audit & Finance:** Mr. Jeffords presented the revised 2014 Budget (copy attached to official minutes) and the necessary amendments. Mr. Hornstein moved, seconded by Mr. Wise approval of the amendments to the 2014 Budget. Motion carried. The 2015 Budget was presented, discussed and will be voted on at the next meeting. One full-time Outreach Librarian position will be added in 2015. For now the receptionist position will remain vacant.

B. **Building:**

1. Mr. Mays reported that he will contact Sage Engineering to prepare a scope of work to be used to solicit bids for building service contract and a redundant air conditioning unit for the computer room.
2. SALS is currently getting bids from mason's to repair the hole in the building.
3. An exhaust fan for the ladies room will be investigated
4. Ant treatment was made to the building in two locations for a cost of \$200
5. Ms. Debus presented the NYS Construction Grants applications. Over \$600,000 was requested from various members. SALS is allotted \$396,655. The following was recommended by the committee:

Library	Project	Project Cost	Amt. Requested	% match request ed	Comments/ follow up %	Recommended amount
Crandall Public Library	Reference Desk Modifications / Renovation	30,000.00	22,500.00	75	16.67	5,000.00
Galway Public Library	Phase 1 Sitework - Preliminary Site Work	149,940.00	74,970.00	50	20.00	29,988.00
Long Lake Library	CVW Long Lake Library Energy Efficiency & Emergency Access Improvements	29,850.00	14,925.00	50	50.00	14,925.00
Pember Library & Museum	Boiler Replacement	14,500.00	10,875.00	75	75.00	10,875.00
Saratoga Springs Public Library	Roof Upgrade	205,000.00	102,500.00	50	9.76	20,000.00
Town Of Ballston Community Library	Town of Ballston Community Library Interior Reconfiguration	258,512.00	193,776.00	75	51.20	132,364.00
Town Of Inlet Public Library	Inlet Public Library Renovation	39,775.00	29,831.00	75	75.00	29,831.00
Town Of Lake Pleasant Public Library	Town of Lake Pleasant Library Stage 3	175,000.00	131,250.00	75	75.00	131,250.00
Waterford Public Library	Adult/Juvenile Interior Renovations Completion	37,370.00	22,422.00	60	60.00	22,422.00
<u>\$ 603,049.00</u>						<u>\$ 396,655.00</u>

Ms. Hoover moved, seconded by Mr. Hornstein. Motion approved with one abstention by Mr. Mays.

C. Bylaws Committee: Ms. Debus has been looking at the by-laws and they have not been revised since 2005. There will be a meeting after the Board meeting today to discuss changes.

D. Central Library Aid and Services: Mrs. Naftaly reported on meeting and recommending CBA money continue to be used to support the OverDrive platform and to purchase system-wide access to ancestry.com and non-fiction titles.

E. County Aid Coordinators: Mr. Mezzano (Hamilton County Coordinator) reported that the Hamilton County will be the same as 2014 - \$11,500. Mr. Plantier expects there will be no change from 2014 in Warren County Aid. Ms. Payne will follow up with Frank Thomas, supervisor from Stony Creek. Mrs. Dallas reported the application for Saratoga County Aid in the amount of \$30,600 has been filed with Saratoga County.

F. Library Services: no report

G. Personnel: Ms. Payne moved, seconded by Ms. Debus the Board move into Executive Session. Mr. Wise moved, seconded by Mrs. Nemer, the Board come out of Executive Session. It was reported by Mr. Mezzano that no action occurred during the executive session. Mrs. McComb moved, seconded by Mrs. Nemer, per the recommendation of the Personnel Committee that a title change of Assistant Director/Community Liaison be given to Jennifer Ferriss. Motion carried.

Mrs. McComb moved, seconded by Mrs. Nemer, approving the salary adjustment per the recommendation of the Personnel Committee effective with the next pay period for the Director, Assistant Director and Administration and Finance Manager. Motion approved

Trustee Nominating: Mrs. Nemer moved, seconded by Mr. Mays, Christine Connell be appointed to fill the remaining term of Mr. Mosher expiring April 2015. Motion carried.

5. Unfinished Business: The location for the Annual Trustee meeting was discussed. The Tiki Resort in Lake George was suggested. SALS staff will also investigate the Holiday Inn in Lake George.

6. New Business:

A. Approve proposed 2015 JA Budget: Mr. Mays moved, seconded by Ms. Payne, to approve the JA 2015 Budget. Motion carried. (Copy attached to the Official Minutes). 2015 Budget includes an increase in circulation fees from .10 to .11 per circulation.

B. Approve Challenge Grants (Technology and building) new deadlines: Mr. Odess moved, seconded by Ms. Payne to send the application out for 2015 in September 2014 with a due date in December to be approved at the January Board meeting. Motion carried.

C. Family Literacy Grant; Adult Literacy Grant: Mr. Odess moved, seconded by Ms. Hoover the Family Literacy and the Adult Literacy Grants be approved. Motion carried.

D. Oath of Office: Saratoga County is requiring a certificate of election to be submitted to them before they will file any SALS or Saratoga County member library oath of office.

E. Variance request for Schuylerville Public Library: Ms. Hoover moved, seconded by Mr. Mays that a variance request for standard 2 – board approved long range plan and standard 11 – employs a paid director in accordance with the provisions of Commissioner’s Regulation 90.8 be approved and submitted to NYS for the Schuylerville Public Library. Motion carried.

F. Policies: Tabled until next meeting.

7. Director’s Council Report: There will be a meeting next week.

8. Announcements:

A. Mr. Jeffords reported as a Greenwich Town Council member on the presentation given to the Town Board detailing the Greenwich Free Library’s involvement in various areas of the community.

B. It was suggested a note of Thanks for service be sent to Mr. Mosher.

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Mrs. Nemer moved, Ms. Payne seconded by to adjourn the meeting. Motion carried. Meeting adjourned at 2:40 p.m.

Respectfully submitted,

Jill Martz
Recording Secretary