

# **SOUTHERN ADIRONDACK LIBRARY SYSTEM**

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SALS (Southern Adirondack Library System) Board Meeting □

**September 17, 2024** at 1 p.m.

at the SALS Service Center and Virtually via Zoom

## **Minutes**

The regular meeting of the Southern Adirondack Library System was held September 17, 2024, at the System Service Center and via Zoom, and brought to order at 1:00 p.m. with President Carol Kuhr presiding.

Present in-person were: Mmes. Beck, Borden, Connell, Cowin, Goodman, Kuhr, and Shapiro; and Messr. Shaginaw. Also present were: Bob Jeffords, SALS Treasurer; Jill Ryder, SALS Assistant Director & Collection Management Consultant; Jack Scott, Technology & Youth Services Librarian, Colleen Smith, SALS Finance & Administration Manager; and Pamela DelSignore, System Services Support Coordinator. Also present via Zoom were Issac Pulver, Saratoga Springs Public Library Director, Jen Ferriss, Saratoga Springs Public Library Assistant Director, Rebecca Verhayden, Clifton Park/Halfmoon Public Library Assistant Director, and Patricia Gosda, patron of Schenectady Public Library.

Absent with prior notice was: Mmes. Lindner.

Absent without notice was: Mmes. Vineyard.

The meeting was recorded.

**1. Announcements:** On the agenda, New Business item G. has been removed.

**2. Public Comment:** None.

**3. \*Approval of Board Meeting Minutes of June 19, 2024:**

Ms. Kuhr asked if there were any comments or corrections to the minutes of the June 19, 2024, meeting. Having none, Ms. Beck moved, seconded by Ms. Borden to approve the minutes of the June 19, 2024 meeting. Ayes: All; Nays: None; Abstentions: None.

**4. \*Treasurer's Report and Monthly Budget Reports for June, July, and August:**

**Warrants 2024-15 through 2024-24 and TA24-12 through TA24-17:**

Mr. Jeffords reviewed the June, July, and August 2024 Treasurer's and Monthly Budget Reports.

Ms. Kuhr asked if there were any questions on the report. After Mr. Shaginaw's question regarding salaries on the Treasurer's reports was amply answered, receipt of the June, July, and August reports were acknowledged and filed for audit. (Copy attached to the Official Minutes.)

**5. Director's Report:** (see attached): The Director's oral report was presented by Mrs. Ryder.

Mrs. Dallas report included the following:

- Mrs. Dallas has been visiting member library board meetings. Discussion topics include overview of SALS and Joint Automation services, recent changes and fees for 2025, Trustee Continuing Education, and policies.
  - Members of the Audit and Finance and the Personnel Committee met on August 20, 2024 to review the 2025 SALS Budget Draft.
  - The SALS Building Committee met today to discuss NYS Public Library Construction applications and SALS Parking lot project.
  - Sara Dallas, Jill Ryder, Michele Largeteau, and Eric Trahan have been working together regarding Schenectady County Public Library's decision to leave the JA. As it stands now, this is expected to occur in mid-December 2024.
  - Colleen Smith and Bob Jeffords are working on responding to two follow-up questions from the annual Comptroller's AFR report filed in April.
  - Colleen Smith has been working with NYCON's HR partner, John Kuznia, to revise the SALS Employee Handbook.
  - Pamela DelSignore has been answering questions from member library trustees and staff regarding the NYS Library Construction applications. Pamela has also completed the SALS parking lot construction application.
  - Great Meadows Correctional facility is scheduled to close in November 2024. All materials have been returned.
  - Updates were shared regarding the Schenectady County Public Library withdrawal from the Joint Automation:
    - There were several planning meetings to prepare for the 2<sup>nd</sup> transition team meeting. Everyone is working very well together.
    - SCPL requested an initial data pull, which JA staff prepared in less than one week, but SCPL decided they did not need it.
    - SCPL provided updated dates for their withdrawal. Mid December 2024.
    - The plan to disable reciprocal borrowing as of August 31, 2024 was announced to member libraries.
    - Jill Ryder and Michele Largeteau have started working on goals for the soon to be formed Materials Return Committee to discuss item and delivery planning.
  - The draft 2025 JA Budget has been prepared and will be shared in this meeting.
  - Jason Thomson has worked with Jill Ryder and the Clifton Park-Halfmoon Public Library staff to prepare for the library's transition to fine-free operation at the beginning of September. Jason will also work with III to waive fines for Clifton Park-Halfmoon patrons.
  - The Saratoga County Aid Grant has been submitted to the Saratoga County Administrator's Office. The grant asks for \$50,000 to purchase eBooks and eAudiobooks for the shared OverDrive collection.
  - The SALS Facebook page went viral with a post in June. The page is managed by Erica Freudenberger.
  - On August 13th, Jack attended the webinar: New Title II ADA Regulations for Websites and Mobile Apps: What Libraries Need to Know.
- A. *Other:*
- B. *Joint Automation Report:* Included in Director's Report (see attached).

## 6. Committee Reports:

- A. Audit & Finance (T. Shaginaw, chair): The committee met to review the proposed SALS 2025 Budget. The committee made a recommendation to approve the SALS Proposed 2025 Budget as framed.
- B. Building (C. Connell, chair): The committee met prior to this meeting to review the State Aid for Library Construction applications.
- C. Bylaws Committee (L. Goodman, chair): Under the advice of an attorney, the SALS Board could amend the Bylaws to address the challenges of filling three seats for Hamilton County. The recommended amendments could change the bylaws to say the following:
  - o The Board shall be composed of twelve Trustees, all of whom are residents of the Area of Service. The Board shall always have at least one Trustee from each county in the Area of Service
  - o The annual slate of nominees for Trustee shall be developed to promote meaningful representation of the Area of Service.

*Ms. Kuhr reported that the bylaw amendments would be voted on at the October meeting.*
- D. Central Library Aid and Services (M. Shapiro, chair): No report.
- E. County Aid Coordinators (N. Vineyard, C. Connell, L. Goodman, E. Cowin): No report.
- F. Library Services (E. Cowin, chair): No report.
- G. Personnel (L. Borden, chair): The committee made a recommendation to the Audit & Finance Committee to approve salary increases for the staff in 2025.
- H. Trustee Nominating (J. Lindner, chair): No report.

**7. Unfinished Business:**

- A. Review latest SALS parking lot estimate: The Building Committee made a recommendation to the board to accept the proposal of \$99,234 from DelSignore Paving and for SALS to pay for the renovation to be completed this fall in anticipation of receiving the State Aid for Library Construction in 2025. Mr. Shaginaw moved, seconded by Ms. Borden. Ayes: All; Nays: None; Abstentions: None. Motion carried.  
Additionally, Ms. Kuhr asked the board to please read the Assurances for the State Aid for Library Construction application so that she could sign it.

**8. New Business:**

- A. \*Accept resignation of Barbara Taylor: Ms. Shapiro moved, seconded by Ms. Beck to accept Barbara Taylor’s resignation. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- B. \*JA - reciprocal holds procedural change: Ms. Cowin moved, seconded by Ms. Shapiro to approve the date of August 31, 2024 as the end date of reciprocal holds with the Schenectady County Public Library. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- C. \*Approve member libraries’ State Aid for Library Construction applications for submittal:
  - Clifton Park/Halfmoon: \$124,072
  - Easton: \$506,221
  - Greenwich: \$ 70,249
  - Lake George: \$ 37,068
  - SALS: \$ 49,617
  - Saratoga Springs: \$458,470
  - \$1,245,697

The Building Committee made a recommendation to the board to approve the above application requests for the FY25 State Aid for Library Construction. Ayes: All; Nays: None; Abstentions: None. Motion carried.

- D. Review SALS 2025 Proposed Budget to be voted on at the October 15, 2024 meeting.
- E. \*Review and Approve JA 2024 Budget Amendments: Ms. Cowin moved, seconded by Ms. Goodman to approve the JA 2024 Budget Amendments. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- F. \*Approve JA 2025 Budget: Ms. Shaginaw moved, seconded by Ms. Borden to approve the proposed 2025 JA Budget. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- G. Potential partnership with Urban Libraries Unite. Item was removed from the agenda.

**9. Director’s Council Report:** No report.

**Announcements:**

Next SALS Board Meeting: **October 15<sup>th</sup>, 2024**, at 1:00 p.m. at SALS Service Center and virtually on Zoom.

The meeting adjourned at 1:52 pm.

Respectfully Submitted,  
Pamela DelSignore – System Services Support Coordinator

\* Items so marked are action items