

# SOUTHERN ADIRONDACK LIBRARY SYSTEM

22 WHITNEY PLACE • SARATOGA SPRINGS NY 12866-4596  
(518) 584-7300 ☐ FAX (518) 587-5589

SALS Board Meeting • **September 17, 2013** at 1 p.m.  
at the System Service Center

## MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, September 17, 2013 at the System Service Center and brought to order at 1:00 p.m. with President Arnold Elman presiding.

Present were: Mmes. Debus, Hoover, McComb, Nemer and Payne, and Mssrs. Elman, Hornstein, Mays, Mezzano, Mosher, Odess, and Plantier. Also present were: Sara Dallas, Regina Doi, Director at Galway Public Library, Director at SALS, Jennifer Ferriss, SALS Automation Training & Support and Youth Services Consultant, Alex Gutelius, Director at Clifton Park-Halfmoon Public Library, Bob Jeffords, SALS Treasurer, Michele Largeateau, JA Project Manager, Tim McDonough, Director at Waterford Public Library, and Jill Ryder, General Librarian and Outreach Coordinator at SALS.

Dr. Elman asked if the Building Committee would give its report first as Mr. Mays would have to leave before the meeting was over.

### 1. **Building Committee:**

- A. *Maintenance & Security Issues:* Mr. Mays reported that there have been some maintenance issues with the building; the leak in the new Training Center seems to have been resolved. The heating/cooling unit has been sealed to prevent further issues. The newest heating/cooling unit was not working properly. TBS will investigate. The parking lot will be resealed, striped and the curbs on both sides of the parking lot sidewalk will be cut and made handicapped accessible. The Building Committee has also investigated security options for the building. Entry by keypad, punch card, or buzzer options were reviewed. A staff person will sit at the reception desk at all times.
- B. *Approve Construction Grants:* Mr. Mays recused himself from the Building Committee recommendations for the Construction Grants and asked Mr. Hornstein to give the Committee's report. The committee recommends the following:

#### 2014 Construction Grant

Title	Institution	Amt	
		Requested	Recommended
Customer Service Area Renovation/Miscellaneous Furnishings Project	Crandall Public Library Galway Public Library	\$84,393	\$21,098
New Library Site Acquisition Phase 5 Additional First Floor Improvements	Saratoga Springs Public Library	\$103,500 \$339,768	\$77,625 \$84,942
Inlet Public Library Upgrade/Renovation Program 2014	Town Of Inlet Public Library	\$69,090	\$25,819

	Town Of Johnsburg		
New roof	Library	\$52,300	\$39,225
	Town Of Lake		
Town of Lake Pleasant Library	Pleasant Public		
Extension Stage 2	Library	\$246,700	\$138,005
Juvenile Area Fixture/Furniture	Waterford Public		
Replacement	Library	\$39,765	\$9,941
	<b>Total</b>		<b>\$396,655</b>
	<b>System Allocation</b>		<b>\$396,655</b>

The Committee recommended that Crandall Public Library, Saratoga Springs Public Library, and Waterford Public Library receive 25% funding, the Town of Lake Pleasant Public Library receive 56% funding, and Galway Public Library, Town of Inlet Public Library, and the Town of Johnsburg Library receive 75% funding. Mrs. Dallas will contact the libraries regarding the Committee’s recommendation to see if they want to go ahead with the construction projects. If not, the money will be divided equally between the remaining libraries. Ms. Hoover moved, seconded by Ms. Debus to accept the Building Committee’s recommendations. Mr. Mays abstained. Motion carried.

2. **Joint Automation Report:** Michele Largeteau, Joint Automation Project Manager, reviewed the Joint Automation meeting. There is a new Polaris upgrade under consideration. The Meraki routers are getting good reviews. Mrs. Largeteau presented the proposed 2014 JA Budget approved at the JA meeting. There will be a deficit budget due to the purchase of new servers. There is cash reserve to cover these purchases. Mr. Mays moved, seconded by Ms. Payne, to approve the proposed JA 2014 budget. Mrs. Dallas will share with the membership. (*Copy attached to the Official Minutes*)
  
3. **Approval of Board Meeting Minutes of June 18, 2013:** Dr. Elman asked if there were any additions, changes or corrections to the minutes of the June 18, 2013 minutes. Hearing none, he declared the minutes approved as distributed.
  
4. **Treasurer’s Report and Monthly Budget Reports for June, July and August; warrants:** Mr. Jeffords briefly reviewed the Treasurer’s and Monthly Budget Report. Mr. Hornstein moved, seconded by Mr. Mezzano, to acknowledge receipt of the June, July and August Treasurer’s and Monthly Budget Reports and that they be filed for audit. Motion carried. Warrants 2013-15 through 2013-22 and TA13-12 through TA17 were available for Board perusal (*Copy attached to the Official Minutes*).
  
5. **Director’s Report** (*in addition to the written report sent out with the Board Meeting Packet*):
  - A. Mrs. Dallas commented that it was very nice to see that all SALS board members were present. Mrs. Dallas has been asked to serve on the American Library Association (ALA) Nominating Committee, and also Chair of Public Libraries Association (PLA) EBSCO Excellence in Small and/or Rural Public Library Service Award Committee. This provides recognition and a \$1,000 honorarium to a public library serving a population of 10,000 or less that demonstrates excellence of service to its community as exemplifies by an overall service program or special program of significant accomplishment. The award honors a public library for all or any of the following:
    - *Uniqueness of service of program*

- *Impact of program or service on community*
- *How the service or program will affect the future of the library and its community*

The article Mrs. Dallas submitted will be in the next issue of *Public Libraries*; it is on NYLTO.

At the last PULISDO meeting, all public library systems in New York voted to participate in the NYLTO project. Mrs. Dallas is working with the Library Trustees Association to get them involved.

There have been some issues with the HVAC units; leaks in the Training Center, and the newest unit was not working properly.

Work will be done on the parking lot; resealing and painting of stripes, and making the curbs on both sides of the parking lot handicapped accessible.

Marie Gandron is no longer the Director at Hudson Falls Free Library. The next Annual Meeting speaker will address crisis management, social media and speaking to the press. Ms. Payne suggested Maureen Tuffy, a former NY State Trooper.

Mrs. Dallas will be attending NYLA in Buffalo next week.

## 6. **Committee Reports:**

### A. *Audit & Finance:*

- i) *Review proposed 2014 budget (to be voted on at the October 15, 2013 meeting):* Mr. Mezzano reviewed the proposed 2014 budget. Included in the budget are two initiative grants:
  - (a) \$20,000 Early Adapter Technology Grants—Four grants of \$5,000 each to purchase equipment, materials, programs or outside consultants/teachers.
    - (i) Program must be new to the library and contain both a technology and a community partnership component
    - (ii) The program can supplement the Summer Reading Program or other programs currently provided by the library
    - (iii) The program must fit into the library's Plan of Service
    - (iv) The program must have a community partner. The partner may be a school, museum, community group, agency or organization
    - (v) A letter of commitment from the community partner must accompany the application.
    - (vi) A final report will be required.
  - (b) \$20,000 Building Grant—Four grants of \$5,000 each to be used to cover items not covered under Construction Grants, such as painting the building, handicapped access, etc.

B. *Bylaws Committee:* no report

C. *Central Library Aid and Services:* no report

D. *County Aid Coordinators:* no report

E. *Library Services:* no report

F. *Personnel:* no report

G. *Trustee Nominating:* no report

H. *Location for 2014(56<sup>th</sup>) Annual Meeting:* SALS Annual Dinner will be held on May 19, 2014 at the Excelsior Springs Courtyard by Marriot.

## 7. **Unfinished Business:**

8. **New Business:**

- A. Approve revised 2013 budget: Mr. Mezzano moved, seconded by Mr. Odess, to approve the revised 2013 budget. Motion carried.
- B. Approve proposed 2014 JA Budget: Mr. Mays moved, seconded by Ms. Payne, to approve the proposed JA 2014 budget. Mrs. Dallas will share with the membership. The SALS Board is working with the MVLS Board to comply with the member libraries request for transparency in the JA budget. (Copy attached to the Official Minutes)
- C. Approve Collection HQ: Mrs. Ferriss explained that Collection HQ is a tool to help libraries understand how their collections are being used. The initial setup is time consuming, but there will be training via webinars, Go-to-Meeting etc. There is a one-time fee for implementation. The purchase is included in the revised 2013 budget. Mr. Hornstein moved, seconded by Ms. Payne, to approve the purchase of Collection HQ. Motion carried.
- D. Approve Proposed JA Agreement and Amendments: Mrs. Dallas reviewed the proposed JA Agreement and amendments:

- (1) Add language to the Agreement Section 1:B (Governance: Authority):  
**As part of the annual budget approved by the two system boards, the boards will approve the in-kind budget amounts from each system as well as the direct expense reimbursements to each of the systems from the JA budget. Reimbursements will be included in the budget only where systems incur non-personnel related costs that are quantifiable and directly involved in JA operations.**  
*Both SALS and MVLS contribute in-kind services and should be considered when determining the true cost of the project.*
- (2) Add language to the Agreement Section V:B.1 (Financial Responsibility: MVLS will be responsible):  
Monthly service fee and purchase reimbursements from MVLS **and SALS**  
*SALS now bills and collects monthly service fees from its member libraries.*
- (3) Add language to the Agreement Section V:C.5:  
**Pay JA and bill SALS members as appropriate**  
*This reflects current practice as SALS bills its membership and pays JA.*
- (4) Add language to V:C 2:  
**SALS will document reimbursement costs by providing necessary bills or documents. (for example the previous month's energy bill or phone bill)**  
*This reflects a recommendation from the Carson Block meeting regarding transparency.*
- (5) Add language to I:C.4a and I:C.4b:  
**Systems will strive to insure that all member libraries have access to representation.**  
*This reflects a need to have libraries from all sizes and budgets be represented on the JA Council.*
- (6) Add language to V:B.9:  
**MVLS will document reimbursement costs by providing necessary bills or documents. (for example postage)**  
*This reflects a recommendation from the Carson Block meeting regarding transparency.*

Eric Trahan, Jill Martz and Mrs. Dallas have also been working to determine what is an in-kind expense and what is a reimbursable expense.

- (7) Reimbursable/ In-kind expenses for SALS:
  - (a) Utilities: reimburse SALS for utilities used in the computer room and JA work area.

- (b) In-kind will be utilities for shared parts of the SALS building.
- (c) Insurance: reimburse SALS for the insurance on the JA equipment and possibly JA data.
- (d) In-kind will be JA share of the SALS building and liability insurance for the building.
- (8) Building maintenance: reimburse SALS for the maintenance of the JA HVAC and other JA specific building expenses (generator)
- (9) In-kind: JA share of the general building maintenance costs that will be computed on share of the building (25.42% for SALS; 8.2% for MVLS – this is computed by the number of JA staff in each building)
- (10)Postage: reimburse MVLS for postage to pay vendors, In-kind: Both systems bill its membership as an in-kind expense

Mr. Mosher moved, seconded by Mr. Odess, to approve the proposed agreement and amendments. Motion carried. (*Copy attached to the Official Minutes*)

9. **Director’s Council Report:** Regina Doi, Director at Galway Public Library, reported on the Directors Council. They are currently meeting the second Tuesday of the month. Current concerns and discussions have been on the Affordable Care Act and having a Civil Service Workshop.

10. **Announcements:**

Meeting adjourned at 2:04 p.m.

Respectfully submitted,

Nancy L. Bowen  
Recording Secretary

