

# SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting □ **September 20, 2022** at 1 p.m.  
at SALS Service Center and Virtually

## Minutes

The regular meeting of the Southern Adirondack Library System was held Tuesday, September 20, 2022, at the System Service Center, and brought to order at 1:00 p.m. with President Russell Wise presiding.

Present in-person were: Mmes. Beck, Cowin, Goodman, Kuhr, Lindner, and Shapiro; and Messr. Wise. Present via Zoom were: Mmes. Connell and Taylor; and Messr. Hornstein. Also present were: Sara Dallas, SALS Director; Bob Jeffords, SALS Treasurer; Jill Ryder, SALS Assistant Director & Collection Management Consultant; Erica Freudenberger, SALS Outreach, Engagement & Marketing Consultant; Jack Scott, Technology & Youth Services Librarian; Colleen Smith, SALS Finance & Administration Manager; Pamela DelSignore, SALS System Services Support Assistant; Michele Largeteau, Joint Automation Systems, Project Manager; Kristel Guimara, Director CVW - Long Lake Library

Absent with prior notice were: Mmes. Borden and Mmes. Seifts

The meeting was recorded. <https://youtu.be/9NRQzYNFdps>

Mr. Wise welcomed the board with some thoughts about change. Change is inevitable for both organizations and individuals; we've seen major change in the last 20 months; and the Board should take that into account in their planning going forward.

- 1. Opening Announcements:** There was an amendment to item A under New Business of the Agenda. First add A.1. to update Southern Adirondack Library System Construction Match policy. And second item A becomes A.2. to approve member libraries' State Aid for Library Construction applications.
- 2. Public Comment:** None.
- 3. \*Approval of Board Meeting Minutes of June 21, 2022** (enclosure)  
Mr. Wise asked if there were any additions, corrections, or deletions to the minutes of the June 21, 2022 meeting. Ms. Cowin moved, seconded by Mr. Hornstein, to approve the minutes of the June 21, 2022. Ayes: All; Nays: None; Abstentions: None. Motion carried.

**4. \*Treasurer's Report and Monthly Budget Reports for June, July and August (enclosure):  
Warrants 2022-17 through 2022-27 and TA22-12 through TA22-17 (enclosure):**

Mr. Jeffords reviewed the June, July and August Treasurer's and Monthly Budget Reports. Mr. Jeffords noted that revenues and expenses were generally normal for the period, except for the receipt of a large portion of State aid in July.

Ms. Shapiro moved, seconded by Ms. Beck, to ensure that receipt of the June treasurer's report is acknowledged and filed for audit. (Copy attached to the Official Minutes.) Ayes: All; Nays: None; Abstentions: None. Motion carried.

Mr. Hornstein moved, seconded by Ms. Lindner, to ensure that receipt of the July treasurer's report is acknowledged and filed for audit. (Copy attached to the Official Minutes.) Ayes: All; Nays: None; Abstentions: None. Motion carried.

Ms. Kuhr moved, seconded by Ms. Goodman, to ensure that receipt of the August treasurer's report is acknowledged and filed for audit. (Copy attached to the Official Minutes.) Ayes: All; Nays: None; Abstentions: None. Motion carried.

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

- Mrs. Dallas presented multiple options for board packets at the monthly meetings. Two additional software options were suggested: BoardDocs and Boardable
- Trustees Sue Beck and Laura Goodman were welcomed to their first in-person meeting
- Recent SALS and JA staff changes were announced.
- Under new business, the board will be asked to approve the JA budget for 2023 and 2022 JA Budget Amendments.
- The SALS 2023 budget is on the agenda for review.
- The board members were asked to sign and return to Colleen Smith, the Conflict of Interest statement.
- The NYLA Annual conference will be held November 2-5, 2022 in Saratoga Springs. Board members wishing to attend should speak to Mrs. Dallas or Colleen Smith.
- Beginning January 1, 2023, all SALS trustees must attend a minimum of two credit hours of face-to-face or virtual CE programs.
- It was recommended that SALS trustees become members of ALA United for Libraries. Trustees can see Mrs. Dallas or Colleen Smith if interested.
- There will be a Robert's Rules of Order webinar presented by ALA Parliamentarian, Adrian Stratton on October 27<sup>th</sup>.
- The SALS board will need to approve all member library Minimum Standard Waivers. Mrs. Dallas will share them with the board when they arrive.
- Under new business, the board will be asked to approve the amended 2021 25/75 Construction match document.

A. *Joint Automation Report*: No report. Under New Business, for approval, will be the 2022 JA Budget Amendments and 2023 JA Budget (attached)

B. *Other*: Senior Planet and OATS were briefly presented by Erica Freudenberger and Jack Scott.

**6. Committee Reports:**

- A. Audit & Finance (J. Lindner, chair): Ms. Lindner reported that the committee recommends that the board approve the 2022 Budget Amendments. The proposed SALS 2023 Budget is to be voted on at the October 18, 2022 meeting.
- B. Building (C. Connell, chair): Ms. Connell reported that the committee reviewed and recommends that the board to approve the FY22-23 Member Library Construction Grant applications and the SALS State Construction Grant application for submittal. Additionally, the committee recommends the board to approve the revised SALS Construction Match Draft 9-2022 policy.
- C. Bylaws Committee (J. Hornstein, chair): No report.
- D. Central Library Aid and Services (M. Shapiro, chair): No report.
- E. County Aid Coordinators (Seifts, Connell, Goodman, Cowin): Mrs. Dallas reported that SALS has recouped \$15,000 of the \$35,000 cut from the Saratoga county budget in 2022.
- F. Library Services (C. Kuhr, chair): No report.
- G. Personnel (J. Lindner, chair): Ms. Lindner reported that the committee reviewed and recommends that the board approves a switch to NYCON FSA, keep Davis Vision and no change to Dental. Additionally, Ms. Lindner reported that the committee reviewed and recommends that the board approves the staff salary increase of 5% in 2023.
- H. Trustee Nominating: (J. Hornstein, chair). Mr. Hornstein reported that he is actively seeking a potential replacement for Hamilton County.

**7. Unfinished Business:** None.

**8. New Business:**

- A. 1. \*Approve Southern Adirondack Library System Construction Match policy draft 9-2022: On behalf of the Building Committee, Ms. Connell recommended approval of the Southern Adirondack Library System Construction Match policy draft 9-2022. Ayes: All; Nays: None; Abstentions: None. Motion carried.

2. \*Approve member libraries' State Aid for Library Construction applications:

The following FY23 State Aid for Library Constructions applications were approved for submittal in the amounts as noted:

Bolton Free Library \$8,324: Mr. Hornstein moved, seconded by Ms. Kuhr.

Ayes: All; Nays: None; Abstentions: None. Motion carried.

Clifton Park-Halfmoon Public Library \$300,851: Ms. Lindner moved, seconded by Ms. Shapiro. Ayes: All; Nays: None; Abstentions: Mr. Wise. Motion carried.

Greenwich Free Library \$128,978: Ms. Cowin moved, seconded by Ms. Beck. Ayes: All; Nays: None; Abstentions: Ms. Goodman. Motion carried.

The Richards Library \$16,601: Ms. Kuhr moved, seconded by Mr. Hornstein. Ayes: All; Nays: None; Abstentions: Ms. Cowin. Motion carried.

Stillwater Free Library \$111,660: Ms. Cowin moved, seconded by Ms. Lindner. Ayes: All; Nays: None; Abstentions: None. Motion carried.

Waterford Public Library \$234,875: Ms. Goodman moved, seconded by Ms. Cowin. Ayes: All; Nays: None; Abstentions: Ms. Connell. Motion carried.

- B. \*Approve SALS' State Aid for Library construction application: On behalf of the Building Committee, Ms. Connell recommended to approve for submittal, the SALS State Aid for Library Construction application for an amount of up to \$38,133 (due to Malta's 5-yr lease). Ayes: All; Nays: None; Abstentions: None. Motion carried.
- C. \*Approve Erica Freudenberger to attend PLA meeting: Ms. Shapiro moved, seconded by Ms. Lindner, to approve Erica to attend PLA meeting. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- D. \*Approve Sara Dallas, Jill Ryder, Erica Freudenberger, Jack Scott and Pamela DeSignore to attend NYLA Annual Conference: Ms. Cowin moved, seconded by Ms. Beck, to approve Sara, Jill, Erica, Jack and Pamela to attend the Annual NYLA Conference. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- E. \*Approve Colleen Smith to attend Camp Finance 2022 in New Paltz, NY. October 6-7, 2022: Ms. Beck moved, seconded by Mr. Hornstein, to approve Colleen to attend Camp Finance 2022. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- F. \*Approve change of the SALS FSA administration from HealthEquity-WageWorks to NYCON FSA as of January 1, 2023: Ms. Lindner moved, seconded by Ms. Cowin, to change the SALS FSA administration from HealthEquity-Wage Works to NYCON FSA. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- G. \*Approve SALS 2022 Budget Amendments (enclosure): Ms. Lindner moved, seconded by Ms. Beck, to approve SALS 2022 budget amendments. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- H. Review SALS 2023 Proposed Budget (enclosure): Included for information only: no motion required. To be voted on at the monthly board meeting on October 18, 2022.
- I. \*Review and Approve JA 2022 Budget Amendments (enclosure): Mr. Hornstein moved, seconded by Ms. Shapiro, to approve JA 2022 budget amendments. Ayes: All; Nays: None; Abstentions: None. Motion carried.
- J. \*Approve JA 2023 Budget (enclosure): Ms. Kuhr moved, seconded by Mr. Hornstein, to approve JA 2023 budget. Ayes: All; Nays: None; Abstentions: None. Motion carried.

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

**Announcements:** Next SALS Board Meeting: **October 18<sup>th</sup>, 2022**, at 1:00 p.m. at SALS Service Center

Mr. Wise adjourned the meeting at 2:29 pm.

Respectfully Submitted,

Pamela DeSignore

\* Items so marked are action items

DRAFT