

SOUTHERN ADIRONDACK LIBRARY SYSTEM

22 WHITNEY PLACE • SARATOGA SPRINGS NY 12866-4596

(518) 584-7300 ☐ FAX (518) 587-5589

SALS Board Meeting ■ **September 21, 2021** at 1 p.m.
held virtually via GoToMeeting

MINUTES

The regular meeting of the Southern Adirondack Library System was held Tuesday, September 21, 2021, held virtually via GoToMeeting and brought to order at 1:01 p.m. with President Jordan Hornstein presiding.

Present were: Mmes. Beck, Borden, Connell, Cowin, Kuhr, Lindner, Shapiro, and Taylor; and Messrs. Hornstein, Odess, and Wise. Also present were: Sara Dallas, SALS Director; Bob Jeffords, SALS Treasurer; Jill Ryder, SALS Assistant Director & Collection Management Consultant; Erica Freudenberger, Outreach & Engagement Consultant; and Dianne Winter, SALS Finance & Administration Manager

Absent with prior notice were: Mmes. Seifts

1. **Public Comment** None.

2. **Approval of Board Meeting Minutes from June 15, 2021**

Ms. Connell asked if there was an update on the cyber insurance. Mrs. Dallas let the board know it was in process.

Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the June 15, 2021 Board meeting. Ms. Borden moved, seconded by Ms. Connell, to approve the June 15, 2021 minutes of the SALS Board meeting as distributed. Motion carried.

3. **Treasurer's Report and Monthly Budget Reports for June, July & August; Warrants 2021-15 through 2021-26 and TA21-11 through TA21-17**

Mr. Jeffords reviewed the June, July, and August 2021 Treasurer's and Monthly Budget Reports. Mr. Wise moved, seconded by Mr. Odess, that receipt of the June report be acknowledged and filed for audit. Mr. Wise moved, seconded by Ms. Kuhr, that receipt of the July report be acknowledged and filed for audit. Ms. Lindner moved, seconded by Mr. Wise, that receipt of the August report be acknowledged and filed for audit. (*Copy attached to the Official Minutes.*)

4. **Director's Report**

Mrs. Dallas noted that SALS tries to share with the board all of the documents discussed at the meeting at least two weeks in advance. In preparation for the September meeting, SALS ended up sending sent out three notices and documents as actionable items came up. The timing of meetings and new business sometimes does not line up. Mrs. Dallas asked the board if they would like more complete board packets closer to the meeting or to receive a primary packet, with additional info sent out as needed. The Board indicated they would like to continue receiving the primary packet of information two weeks in advance, and if other items come up those can be sent as separate follow-up.

Relative to COVID, Mrs. Dallas reported that two libraries do not have a mask requirement at all, while the majority of libraries require all people to wear masks, and there are a few that only unvaccinated people are required to wear masks. Two libraries had to shut down for a few days because of COVID exposure.

Efforts are being made to get library construction into the Build Back Better bill. Mrs. Dallas spoke with Senator Schumer’s office, SALS libraries were highlighted in a few articles, and Faith St. John participated with a video of her library.

Mrs. Dallas shared that the Building Committee met and will bring the State Aid for Library Construction applications to the entire board later. All grants submitted last year recently received full approval and have been funded.

SALS is still waiting to receive the grant in aid from Assembly members Simpson and Woerner. Woerner’s office got in contact about setting up the “Human Library” program she saw in other regions, and Mrs. Dallas will attend a meeting to see about setting this up in libraries in her district.

Mrs. Dallas will be meeting with Eric Trahan, Tim Burke, and Kathy Gundrum to discuss a district-wide digital inclusion program to use the IMLS funds.

The ALA LibLearnX conference, scheduled for January, will be a virtual conference.

Mrs. Dallas has received a complaint from one trustee in a member library about SALS and the patron registered branch. The way the new process will work is the registered branch (in Polaris speak, this means each autonomous library) will be determined by the physical address of the patron.

Later in the meeting, Mrs. Dallas will discuss e-content and use.

SALS passed its fire inspection yesterday.

A. Joint Automation Report:

Mr. Wise shared a report from the September 8th JA council meeting. The “beginning year” group order included nine laptops, and that was only recently fulfilled. Due to a worldwide chip shortage, we are told to expect at least a 20-week delay between ordering and receipt of product. As a result, JA decreased annual group orders from three to two, and the final group order of the year closed yesterday, September 20th. Due to the delays in receiving new computers, JA support is being extended on older models.

The JA group expressed some concerns to Quipu about logic changes for patron self-registration, which the company is working through. Three patron self-checkout units were installed at Clifton Park-Halfmoon on August 20th. They are not yet online. Mr. Wise reported that JA is assisting with building projects at Glenville, Fort Hunter, Fonda, and Schuylerville. The group is also working with Schenectady County Library on a public server.

Mr. Wise reminded the board that on the JA Council sit representatives of MVLS, SALS, JA, as well as one non-affiliated member. The current non-affiliated member, Kariann Kakeh, has completed her most recent term and expressed interest in starting a new term. The Council unanimously approved her serving another term through 2023, and the SALS board will be asked to approve her new term under New Business. The JA 2022 Annual Budget was discussed and approved by the council, and will need to be reviewed and approved by the SALS Board under New Business.

B. Other: None.

5. **Committee Reports:**

A. Audit & Finance (R. Wise, chair):

Mr. Wise reviewed the proposed SALS 2022 budget (to be voted on at the October 19, 2021 meeting).

B. Building (C. Connell, chair):

- i) Ms. Connell presented the SALS member libraries’ FY21-22 State Aid for Library Construction applications and committee recommendations.

Southern Adirondack Library System FY2022 Construction Grants						
Project #	Library Code	Title	Institution	Total Project Amount	Requested	%
0386-22-9419	ARG	Ceiling and Lighting Replacement	Argyle Free Library	35,000.00	26,250.00	75%
0386-22-9461	GLE	Roofing and Masonry Improvements for Historic 1931 Building	Crandall Public Library	230,000.00	172,500.00	75%
0386-22-9327	LUZ	New Roof	Rockwell Falls Public Library/Hadley-Luzerne Public Library	28,220.00	21,165.00	75%
0386-22-9416	SVL	Pavilion	Schuylerville Public Library	159,800.00	119,850.00	75%
0386-22-9470	BUR	Children's Room LED Lighting Upgrade	Town of Ballston Community Library	52,274.00	39,206.00	75%
				Total Requested	378,971.00	
				Funds Available	<u>963,305.00</u>	
				Difference	<u><u>584,334.00</u></u>	

- ii) Ms. Connell presented the information about possible VoIP vendors and the committee’s cost analysis. Building Committee recommends choosing the lease option with FirstLight.

C. Bylaws Committee (R. Wise, chair):

Mr. Wise brought the annual conflict of interest certification form to the board’s attention, and asked trustees to return them signed to Ms. Winter.

D. Central Library Aid and Services (M. Shapiro, chair) None.

E. County Aid Coordinators (Seifts, Connell, Odess, Cowin)

Mrs. Dallas announced that the Saratoga County grant will be submitted by the end of the week.

F. Library Services (C. Kuhr, chair) None.

G. Personnel (L. Borden, chair)

Ms. Borden presented Personnel Committee recommendations from their August 17th meeting. Committee met to review the Continuing Education Challenge Grant application, and the form was sent out to libraries with a due date in November 2021. This will be the final year of the grant program in this

form, shifting to a group purchase of Continuing Education opportunities at the SALS level for all libraries.

The committee also discussed staffing implications on the 2022 budget, and proposed to the Finance & Audit Committee a 3% increase to staff salaries for next year. The committee also considered increases to base salaries for the Tech and Outreach librarians, and recommended those for inclusion in the 2022 budget.

H. Trustee Nominating: (E. Cowin, chair) None.

6. Unfinished Business:

7. New Business:

A. Approve member libraries' State Aid for Library Construction applications

The Building Committee submitted the above-listed applications to the board for approval. Ayes: All; Nays: None. Motion carried.

B. Approve switch to VoIP telephone solution

The Building Committee submitted the FirstLight VoIP lease option to the board for approval. Ayes: All; Nays: None. Motion carried.

C. Approve CBA/CLDA Agreement with Crandall Public Library

Mrs. Dallas explained to the trustees that this FY2021 CBA/CLDA agreement is required by New York State Division of Library Development, and this document reflects the regulations, ensuring the two entities – SALS and the Crandall Public Library - have a mutual understanding of their roles and responsibilities.

Ms. Shapiro moved, seconded by Mr. Wise. Ayes: All; Nays: None. Motion carried.

D. Approve Central Library 2022-2026 Plan of Service

Mrs. Dallas explained that all the SALS member libraries are required to update their Plans of Service every five years, but because the Central Library (Crandall Public Library) offers services to patrons throughout the system, the SALS Board must approve their plan. Ms. Borden suggested the SALS Board, member libraries, and member library staff could use an overview from Crandall Library's services at a future meeting. Mrs. Dallas suggested the library's Director, Kathy Naftaly, could be invited to a future board meeting.

Ms. Borden moved, seconded by Mr. Odess. Ayes: All; Nays: None. Motion carried.

E. Approve revised Free Direct Access 90.3 Statement

Mrs. Dallas explained 90.3 is in Education Law, making sure no library suffers undue hardship by patrons from outside its chartered-to-serve area. The member libraries' Directors approved this document earlier this year.

Mr. Odess moved, seconded by Ms. Lindner. Ayes: All; Nays: None. Motion carried.

F. Approve SALS 2022-2026 Plan of Service

Mrs. Dallas reminded the group that they reviewed the internal version of the SALS Plan of Service via email this summer. The document presented to them today is that same document, presented in an official form provided by New York State Division of Library Development, and is the format in which we are required to submit the document to them by October 1, 2021.

Mr. Wise moved, seconded by Mr. Odess. Ayes: All; Nays: None. Motion carried.

G. eContent discussion

Ms. Connell noticed that the SALS OverDrive collection is about 13,000 items whereas UHLS has 66,000 items. She questioned why our collection is so much smaller when the two systems' budgets are relatively similar, and how could we add more items to have a more robust collection.

SALS has a total of about \$77,000 to spend on the OverDrive collection. Funding comes from Saratoga County, SALS, and member library contributions. Our current formula for member library contributions is 3% of the library's collections expense, capped at \$5,000. Mrs. Dallas noted that the current member library contribution calculation may not be providing us with the funds necessary to build a robust e-collection.

Mrs. Dallas will bring this discussion to the next Directors' Council meeting.

H. Approve JA 2022 Budget

Ms. Borden moved, seconded by Mr. Wise. Ayes: All; Nays: None. Motion carried.

I. Approve Kariann Kakeh to join JA Council as unaffiliated party, term to expire in 2023

Mr. Wise moved, seconded by Ms. Connell. Ayes: All; Nays: None. Motion carried.

J. Approve Laura Scott to join Coordinated Outreach Services Advisory Committee

Mr. Odess moved, seconded by Ms. Beck. Ayes: All; Nays: None. Motion carried.

8. **Director's Council Report:** None.

9. **Announcements:**

Ms. Connell moved, seconded by Ms. Lindner, to adjourn the meeting. Adjourned 2:15 pm.

Respectfully submitted,

Dianne Winter
Recording Secretary