

# SOUTHERN ADIRONDACK LIBRARY SYSTEM

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

SALS Board Meeting • **September 21, 2010** at 1 p.m.  
at the System Service Center

## MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, September 21, 2010 at the System Service Center and brought to order at 1:03 p.m. with President Arnold Elman presiding.

Present were: Mmes. Helms, Hoover, and McComb, and Msrs. Elman, Jeffords, Mays, Mosher, and Plantier. Also present were: Sara Dallas, Director at SALS, Marcia Klam, President, Pember Library Board of Trustees in Granville, Jill Martz, Administration & Finance Manager at SALS, Christine McDonald, Director at Crandall Public Library in Glens Falls, Tim McDonough, Director at Waterford Public Library, and Sandy Searleman, Trustee of Crandall Public Library in Glens Falls.

Absent with prior notice were Mrs. Gold, Ms. Nemer, and Ms. Payne.

Dr. Elman asked that everyone introduce themselves, as we had several guests.

1. **Approval of Board Meeting Minutes of June 15, 2010:** Dr. Elman asked if there were any additions or corrections to the minutes of the June 15, 2010 Board meeting. Hearing none, he declared the minutes approved as distributed.
2. **Treasurer's Report and Monthly Budget Reports for June, July and August; warrants:** Mr. Jeffords briefly reviewed the Treasurer's Report; nothing out of the ordinary. Mrs. Helms moved, seconded by Ms. Hoover, that receipt of the Treasurer's and Monthly Budget Reports for June, July and August be acknowledged, and that they be filed for audit. Motion carried. Warrants 2010-16 through 2010-30, A10-11 through A10-16, and TA10-11 through TA10-18 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 packets):
  - A. **Joint Automation Report:** The JA subcommittee met to revise the language in the JA Agreement. A draft should be ready before the next Board meeting.

The JA Audit and JA Budget were presented, and need SALS Board approval. Joint Automation did a survey on JA services; a new JA budget was developed from this survey.

In the future, Time Warner free lines must be for public access.

A motion was passed at the JA meeting that the JA Executive Committee explore the implications of making JA a separate entity.

The matching funds for the new air conditioner in the Computer Room will come out of JA funds, not SALS funds.

The new order of PCs are being prepared for delivery to the member libraries. The patron database is being cleaned up and withdrawn and lost items will be gone from the catalog. This will make it less confusing for patrons. A new e-mail server may be in place by November.

- B. *Other*: SALS Basic State Aid was received; a little more than expected, but not as much as full funding. Due to SALS conservative budgeting, the additional 1.1% cut will bring us down to what was anticipated. Other aid, including Central Library Development Aid, Central Library Book Aid, Local Library Services Aid, Outreach, Correctional/Institution aid have not been received. The Division of Library Development has not been given authorization to release the funds.

The legislature has initiated a lockbox which means it will keep an additional 1.1% of future aid to libraries. So the new projected cut to our aid will be 3.8%.

All library advocates are asked to contact their legislators and ask them to come back to Albany to approve the Article VII language which will allow the distribution of supplemental aid to libraries.

Joe Mattie, the SALS liaison with the State, is retiring; Monday September 27<sup>th</sup> will be his last day. Karen Balsen will be the new liaison.

George Needham and Joan Frye Williams will be presenting at SALS Annual dinner on May 16, 2011. SALS will combine its Annual Meeting with CDLC.

Jill Martz, Jennifer Ferriss and I are working with Sandra Nelson on a Planning Meeting for the SALS' new Plan of Service.

Deborah Jones, trustee from Hamilton County, resigned in August. A replacement is being sought.

#### 4. **Committee Reports:**

##### A. *Audit & Finance:*

- i) *Review proposed 2011 budget (to be voted on at the October 19, 2010 meeting):* Mr. Jeffords reviewed the draft 2011 SALS budget. This will be voted upon at the October 19, 2010 SALS Board meeting. Figures include a cut of 10% of full funding from the State, and does not include Supplemental aid. There is no increase in salaries except for one position, an increase of \$3,000 due to increased duties and responsibilities. Retirement expenses increased by 16 ½ %. Please direct any questions to Mr. Jeffords, Mrs. Martz, or Mrs. Dallas. Mrs. Dallas was given permission to share the draft budget with member library directors.

##### B. *Building:*

- i) *2010 Construction Grants:* The 2010 Construction Grant applications were briefly reviewed and discussed.
- ii) *2009 Construction Grant remaining funds:* Mr. Mays handed out a summary of SALS building issues and recommendations, along with a summary report from Sage Engineering. (Copy attached to the Official Minutes) Discussion followed.

##### C. *Bylaws Committee:*

##### D. *Central Library Aid and Services:*

##### E. *County Aid Coordinators:*

- F. Library Services:
- G. Personnel:
- H. Trustee Nominating:

5. **Unfinished Business:**

6. **New Business:**

- A. Resignation of Deborah Jones (Hamilton County): Deborah Jones resigned her position as representative from Hamilton County in August. The search for a new representative is ongoing. Please contact Sara Dallas with suggestions.
- B. Yearly Agreement between JAC and Libraries: By Board consensus, approval was given to send out the yearly agreement letters between member libraries and Joint Automation.
- C. Grants:
  - i) 2009 Construction Grant Remaining Funds: The Building Committee met, toured SALS building, and discussed and prioritized possible projects for the remaining funds from the 2009 NYS Construction Grant. The Building Committee recommends authorizing:
    - (1) Installation of smoke and carbon monoxide detectors at recommended locations, per proposal (\$4,820) from Richard J. Helenek.
    - (2) Indoor air quality testing, per proposal from Adirondack Environmental Services (\$950).
    - (3) Glazing projects as part of 2009 DLD Grant Application remainder to be spent per BR Johnson proposal [front aluminum entry, broken seal on Jill Martz’ window, mezzanine louver replaced with window (\$7,000).
    - (4) Space Usage Policy for member libraries.

Motion carried.

- ii) NYS Construction Grant recommendations: The Building Committee recommends for submission to DLD:

(1) Crandall Public Library lighting	\$ 9,675.00
(2) Saratoga Springs Public Library RFID and Security	234,903.00
(3) Stillwater Free Library roofing	10,688.00
(4) Richards Library—Warrensburg elevator	32,475.00
(5) Waterford Public Library painting, carpeting, renovations	8,091.00
(6) SALS Data Room Air Conditioner	<u>10,725.00</u>
Total:	\$ 306,557.00
DLD Grant assigned to SALS:	389,713.00
To be redistributed:	\$ 83,156.00

Motion carried.

- D. Budget Amendments: Mr. Jeffords moved, seconded by Mr. Mays, to transfer a total of \$12,770 from the Capital Reserve to Operating Funds for:

\$ 4,820	Installation of smoke and carbon monoxide detectors
950	Indoor Air Quality testing
<u>7,000</u>	Matching funds for remaining 2009 NYS Construction Grant Projects
\$12,770	Total

Motion carried.

- E. Annual Meeting---location for 2011 (53<sup>rd</sup>) Annual Meeting: More information on the location for SALS Annual Meeting May 16, 2011, will be available at the October meeting; venues within SALS service area are being investigated.
  - F. Approve JA Audit: Mr. Jeffords reviewed the JA Audit, and recommended endorsement. Motion carried, with Dr. Elman abstaining.
  - G. Approve JA Budget: Mr. Jeffords and Mrs. Dallas reviewed the proposed 2011 JA Budget. An increased expense in the proposed budget is maintenance on the Polaris system. Maintenance is free for the first five years. The proposed budget shows a fee increase to \$.08 per item cataloged, and \$.10 per item circulated. Another increase is expected for next year. The new agreement states libraries must know by February of any new increases to give the libraries time to plan their budgets. Mr. Jeffords moved, seconded by Mr. Mosher, to approve the 2011 proposed JA Budget. Motion carried.
7. **Director's Council Report:** Mr. McDonough reported that the Directors Council has not met since early Spring, but will be meeting soon.
8. **Announcements:** Dr. Elman reported that the Clifton Park-Halfmoon budget passed with a 79% approval.

Dr. Elman declared the meeting adjourned at 1:56 p.m.

Respectfully submitted,

Nancy L. Bowen  
Recording Secretary