

# SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **September 22, 2015** at 1 p.m.  
at the System Service Center

## MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, September 22, 2015 at the System Service Center and brought to order at 1:00 p.m. with Vice-President Jordan Hornstein presiding.

Present were: Mmes. Borden, Connell, Debus, McComb, and Payne and Messrs. Hornstein, Mays, Odess, and Wise. Also present were: Sara Dallas, Director at SALS, Bob Jeffords, SALS Treasurer, Jennifer Ferriss, Assistant Director at SALS, Jill Martz, Administration & Finance Manager at SALS, Jill Ryder, Collection Management Consultant at SALS.

Absent with prior notice were: Ms. Nemer and Messrs. Mezzano and Plantier

1. **Approval of Board Meeting Minutes of June 16, 2015** : Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the June 16, 2015 Board meeting. Ms. Borden moved, seconded by Ms. Payne, to approve the minutes of the June 16, 2015 SALS Board meeting as distributed. Motion carried.
2. **Treasurer's Report and Monthly Budget Reports for June, July and August 2015; Warrants:**  
Mr. Jeffords reviewed the June, July and August 2015 Treasurer's and Monthly Budget Reports. Mr. Wise moved, seconded by Ms. Payne, that receipt of these reports be acknowledged and that they be filed for audit. Motion carried. Mr. Jeffords reported most of the State Aid for the 2015-2016 fiscal year has been received. Warrants 2015-15 through 2015-23 and TA15-12 through TA15-17 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 Meeting packets*):
  - A. **Joint Automation Report**: Diane Robinson shared a document with all the libraries regarding best practices in e-commerce.
  - B. **Other**: Congratulations to the Clifton Park –Halfmoon Public Library on its successful budget vote. Kudos to the staff, Board and community for their outstanding library and library services.  
Michol Tuttle has resigned from her position as Director of the Galway Public Library.  
The Schuylerville Public Library is now in compliance and SALS will be receiving its final 10% of state aid very soon.  
Summer reading program was successful. 33,318 people participated (9,546 were caregivers) offer 1,444 programs. Thirty-two libraries participated.  
SALS member libraries received \$99,046 in NYS Local Library Services Aid (LLSA), and received \$185,000 in bullet aid, thanks to the generosity of Senators Farley, Marchione and Little.  
SALS staff is participating in numerous state and national endeavors, including ILEAD, Aspen Institute, Zepheira, and PLA Outcome measures.  
Use of the SALS parking lot by community groups and agencies similar to the meeting room usage policy was discussed. We will check on the availability and cost of additional insurance that may be necessary. The Board will decide at a later date.

4. **Committee Reports:**

- A. Audit & Finance: Mr. Wise reported the finance committee met in July to discuss the 2016 Budget. He reviewed the proposed 2016 Budget which will be voted on at the October meeting.
- B. Building: Ms. Payne reported on the building committee meeting held prior to the Board meeting. She presented the construction grants for approval. *(Copy attached to Official Minutes)* Ms. Debus moved, seconded by Mr. Wise the Construction grants be approved as presented. Motion carried. Ms. Borden, Ms. McComb and Mr. Mays abstained due to conflicts of interest.
- C. Bylaws Committee: Ms. Debus reviewed the final sections the Bylaws. The completed, revised Bylaws will be presented at the October Board meeting. The Board recognized Ms. Debus and thanked her for her exceptional work on this project.
- D. Central Library Aid and Services: no report.
- E. County Aid Coordinators: no report.
- F. Library Services: no report.
- G. Personnel: The Personnel Committee met in July and recommended a 3.5% salary increase in the 2016 Budget. The Personnel Committee will meet October 20, 2015 at 12pm to discuss the evaluation of SALS Director.
- H. Trustee Nominating: no report

5. **Unfinished Business**: none

6. **New Business**:

- A. Health Care Flexible Spending Account Amendment  
Mr. Odess moved, seconded by Ms. Connell to approve the Health Care Flexible Spending Account Amendment. Motion carried. *(Copy attached to the Official Minutes)*.
- B. Petty Cash Policy  
Mr. Odess moved, seconded by Ms. Debus to approve the Petty Cash Policy. Motion carried. *(Copy attached to the Official Minutes)*.
- C. Financial Accounts Policy  
Mr. Wise moved, seconded by Mrs. McComb to approve the Financial Accounts Policy. Motion carried. *(Copy attached to the Official Minutes)*.
- D. Purchasing Policy  
Ms. Payne moved, seconded by Mr. Odess to approve the Purchasing Policy. Motion carried. *(Copy attached to the Official Minutes)*.
- E. Approve proposed 2016 JA Budget and amend the 2015 JA Budget  
Mr. Wise moved, seconded by Mr. Odess to increase the 2015 JA Budget by \$24,000 due to income of NYS Special Legislative Grant and to expend the \$24,000 for Zepheira. Motion carried.  
Mr. Wise presented the 2016 JA Budget. There will be no fee increases in 2016. Mr. Wise moved, seconded by Mr. Mays to approve the 2016 JA Budget. Motion carried. *(Copy attached to the Official Minutes)*.
- F. Approve proposed revised 2015 Budget  
Mr. Wise presented the proposed revised 2015 Budget. The budget was revised due to an increase in the budgeted NYS Aid. Mr. Wise moved, seconded by Mrs. McComb to approve the amended 2015 Budget. *(Copy attached to the Official Minutes)*.
- G. Approval of staff conference attendance  
Mrs. McComb moved, seconded by Ms. Connell to approve Sara Dallas, Jennifer Ferriss and Laurie Buckley to attend NYLA in Lake Placid, NY October 2015. Motion carried  
Mrs. McComb, seconded by Ms. Payne to approve Sara Dallas and Jennifer Ferriss to attend PLA in Denver in April 2016. Motion carried.

Mr. Wise moved, seconded by Mr. Mays to approve Sara Dallas and Jennifer Ferriss to attend ALA mid-winter in Boston January 2016 and ALA National in Orlando June 2016. Motion carried.

7. **Director's Council Report:** no report

8. **Announcements:**

Mr. McComb moved, seconded by Ms. Payne to adjourn the meeting. Motion carried. Meeting adjourned at 2:25 p.m.

Respectfully submitted,

Jill Martz  
Recording Secretary