

# SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **September 18, 2018** at 1 p.m.

At the System Service Center

## MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, September 18, 2018 at the System Service Center and brought to order at 12:58 p.m. with President Jordan Hornstein presiding.

Present were: Mmes. Borden, Connell, Cowin, Kuhr, Lindner, and Nemer and Messrs. Hornstein, Odess, Plantier and Wise. Also present were: Sara Dallas, SALS Director, Bob Jeffords, SALS Treasurer, Jill Ryder, SALS Assistant Director & Collection Management Consultant, Dianne Winter, SALS Finance & Operations Manager, Jack Scott, SALS Technology & Community Youth Services Librarian.

Absent with prior notice was: Mme. McComb.

1. **Approval of Board Meeting Minutes of June 18, 2018**: Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the June 18, 2018 Board meeting. Ms. Borden moved, seconded by Ms. Nemer seconded to approve the minutes of the June 18, 2018 SALS Board meeting as distributed. Motion carried.
2. **Treasurer's Report and Monthly Budget Reports for June, July & August; Warrants**: Mr. Jeffords reviewed the June, July & August Treasurer's and Monthly Budget Reports. He noted that about 90% of State Aid came in during July. Mr. Wise moved, seconded by Ms. Nemer that receipt of the June, July, and August reports be acknowledged and filed for audit. Motion carried. Warrants 2018-15 through 2018-27 and TA18-13 through TA18-19 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*): Mrs. Dallas announced John Thorn, MLB historian, will present at SALS 2019 Annual Meeting on May 20, 2019 at a yet to be determined location in Warren County.

Mrs. Dallas praised Jack Scott for his success in taking 1<sup>st</sup> place in the 2018 Hudson Crossing Park Library Challenge Cardboard Boat Race. It was both fun and great publicity for SALS and our member libraries.

Variances previously approved by the SALS Board of Trustees for Hadley-Luzerne, Mechanicville, and Stillwater have been approved by the Division of Library Development.

Mrs. Dallas and Ms. Freudenberger held the first of a Trustee Orientation series – “The Basics of What Every Trustee Should Know”. Twenty-four people attended, and the evaluations were very positive. Due to high demand, two additional sessions will be held October 18<sup>th</sup> and 20<sup>th</sup>. Additional workshops will be held covering legal basics, financial and fiduciary responsibility, and strategic planning.

Dianne Winter, Bob Jeffords and Erica Freudenberger will hold a Budgeting 101 Workshop on Tuesday, September 25<sup>th</sup> for library staff and trustees.

Mrs. Dallas submitted a program proposal for ALA Annual and will present next week at the Joint Council of Librarians of Color on supervising different generations. Mrs. Dallas self-nominated for ALA Executive Council. If the nominating committee puts her name forward, she will then proceed to an election.

Mrs. Dallas has been working with her peers on a new draft interpreting the use of meeting rooms in public libraries. The goal is to find the balance between what libraries must legally do and the increased threatening possibilities of groups within our communities.

Finance and Personnel Committees met over the summer.

New York State released information regarding new sexual harassment legislation that was enacted in May with major provisions effective October 9, 2018. SALS will provide support to member libraries, but the State has not provided guidelines. Document drafts have been released for public comment, and once they are finalized, SALS will pass the necessary information along. All staff will need to be trained, and trustees would benefit from this training as well.

*A. Joint Automation Report*

Mr. Wise reported that the majority of computers from the mid-year group order are installed at the libraries, and the next PC order will take place in early October.

JA staff are often heavily involved when libraries undergo significant construction projects. The Gloversville construction project is currently in process and the Fort Plain project is nearly complete.

Mr. Wise reported that eCard is now in progress at participating libraries. OneDrive documentation is complete and the rollout is now underway. Moving RFID at Schenectady County Public Library from server to cloud is in process.

The Joint Automation Council is currently investigating updates to the Polaris servers in 2019. The primary question now is whether the group will invest in replacement servers – resulting in a large investment up front – or moving to hosted servers – resulting in higher annualized costs.

Member libraries will need to sign off on security policy soon. Once they receive the policy, they will have six weeks to review and sign.

Minimum age for access to the Polaris database is a question currently circulating. Looking into legality/security/privacy.

JA Budget amendment for 2018 and adoption of 2019 budget to be discussed later.

4. **Committee Reports:**

A. *Audit & Finance:*

- i) *Review proposed 2019 budget (to be voted on at the October 16, 2018 meeting)*

Mr. Wise presented the primary assumptions utilized in creating the 2019 SALS Draft Budget: 1) State Aid remains flat from 2018 level, 2) aims to reasonably draw down General Reserve, 3)

includes Personnel Committee’s recommendation of a 3.5% cost of living adjustment for staff, 4) eliminates “Building Repair & Maintenance” line item from operating budget, 5) includes significant increase to “Technology” line item to cover additional SALS funds pledged to Joint Automation Project, 6) split funds for existing Challenge Grants evenly between “Library Services Seed” and “Facility Upgrade”, and 7) added third Challenge Grant for “Continuing Education” for member library staff and trustees.

The draft budget will be reviewed by the SALS Board of Trustees over the coming month, as well as shared with the SALS member libraries. Feedback will be discussed at the October SALS Board of Trustees meeting.

B. Building:

i) New York State Library Construction Grants

Ms. Connell reported that of the \$34 million allotted for library construction in the entire state, a total of \$963,305 is earmarked for SALS libraries. SALS received six complete applications requesting a total of \$1,163,566, a difference of \$200,261. Libraries can request 50% funding, but if located in an economically disadvantaged area, the library may ask for 75% funding of their project. The Building Committee moves to fund projects at the following levels:

- Bolton Free Library: \$30,270 (75%)
- Galway Public Library: \$302,399 (61%)
- Greenwich Free Library: \$230,800 (61%)
- Hadley-Luzerne Public Library: \$3,638 (75%)
- Saratoga Springs Public Library: \$305,799 (61%)
- Bancroft Public Library: \$90,399 (75%)

Ms. Connell presented and moved, seconded by Ms. Cowin.

- C. Bylaws Committee: No report.
- D. Central Library Aid and Services: No report.
- E. County Aid Coordinators: Ms. Seifts is preparing to send requests to Hamilton County as they prepare their 2019 budget. Mrs. Dallas sent a letter of request to Saratoga County to underwrite e-content via OverDrive.
- F. Library Services: No report.
- G. Personnel: No report.
- H. Trustee Nominating: No report.

5. Unfinished Business: No report.

6. New Business:

A. Approve SALS Staff Conference attendance/travel:

- i) Mr. Odess moved, seconded by Ms. Borden to allow Jack Scott to attend the 10<sup>th</sup> Annual Teen Summit, “Teen X”, in Massachusetts October 4<sup>th</sup>. Motion carried.
- ii) Ms. Nemer moved, seconded by Ms. Lindner to allow Jack Scott to attend the year-long NYLA-sponsored Empowerment, Advocacy and Leadership Academy. Motion carried.
- iii) Ms. Nemer moved, seconded by Ms. Kuhr to allow Jack Scott to attend ALA Advocacy Bootcamp in Bethlehem. Motion carried.
- iv) Ms. Nemer moved, seconded by Mr. Wise to allow Sara Dallas and Erica Freudenberger to attend ALA Midwinter January 25<sup>th</sup>-29<sup>th</sup> in Seattle. One Trustee opposed. Motion carried.

- v) Ms. Kuhr moved, seconded by Ms. Nemer to allow Sara Dallas and Erica Freudenberger to attend ALA Annual June 20<sup>th</sup>-26<sup>th</sup>, 2019 in Washington, DC. Motion carried.

B. Purchasing Policy Update

Finance Committee recommended removing “Emergency” building line item from operating budget and instead adopting updated Purchasing Policy that creates an approval mechanism for emergency building expenditures. Mr. Wise moved, seconded by Ms. Cowin. Motion carried. (Copy attached to the Official Minutes.)

C. \*Proposed 2019 JA Budget (available at meeting)

Mr. Wise presented the primary assumptions utilized in creating the 2019 Joint Automation Draft Budget: 1) Includes 3.5% staff cost of living adjustment, 2) includes \$75,000 expense for server upgrades (replacement or hosted service), 3) Novelist and Zepheira are not being renewed for 2019, providing a cost savings of \$70,000, and 4) budgeted income is higher due in large part to SALS and MVLS dedicating additional funds, with step increases over the next three years.

Mr. Wise noted that the JA Council approved this draft at their last meeting, and now both systems need to approve it. Mr. Odess moved, seconded by Ms. Cowin. Motion carried.

D. \*Approve 2018 SALS Budget amendment

Mr. Wise presented an amendment that would allow SALS to meet its increased commitment to the Joint Automation Project for 2018. The amendment included increasing the drawdown on the General Reserve by \$50,000 to offset an increase in the Technology expense line item of \$50,000. Mr. Odess moved, seconded by Ms. Borden. Motion carried.

E. \*Approve 2018 JA Budget amendment

Mr. Wise presented an amended 2018 JA budget marking the beginning of a joint endeavor by SALS and MVLS to decrease the JA deficit spending over the next five years. The amendment included 1) \$75,802 additional income from the two systems, 2) salary and benefit increases totaling \$10,921 for two staff receiving title changes, 3) \$21,740 additional software & software maintenance expense and 4) removal of expenses for Novelist (\$49,475) and Zepheira (\$21,425) as the group has canceled its subscription to those products. The total of the amendment results in a \$1,546 operating deficit for 2018. Ms. Lindner moved, seconded by Ms. Cowin. Motion carried.

7. **Director’s Council Report:** No report.

8. **Announcements:** No report.

9. **Public Comment:** None

Mr. Wise moved, seconded by Ms. Cowin to adjourn the meeting. Motion carried. Meeting adjourned at 1:51 p.m.

Respectfully submitted,

Dianne Winter  
Recording Secretary