

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **February 19, 2008** at 1 p.m.
at the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, February 19, 2008 at the System Service Center and brought to order at 1:00 p.m. with President Bob Jeffords presiding.

Present were: Mmes. Franz, Gold, Helms, and Smith, and Messrs. Elman, Hutchins, Jeffords, Mays, Merrill, and Mosher. Also present were: Ike Pulver, Director at Saratoga Springs Public Library, Sara Dallas, Director at SALS, and Jill Martz, Administrative Assistant/Financial Officer at SALS.

Absent with prior notice were: Ms. Hoover and Mr. Pepper.

1. **Approval of Board Meeting Minutes of January 22, 2008:** Mr. Elman moved, seconded by Mrs. Smith, that the minutes of the January 22, 2008 board meeting be approved as distributed. Motion carried.
2. **Treasurer's Report and Monthly Budget Reports for January; warrants:** Mr. Elman noted that there wasn't anything unusual about the January Monthly Budget and Treasurer's Report with the exception of a needed budget amendment item that will be brought up later. Mrs. Franz moved, seconded by Mrs. Helms, that receipt of the January Treasurer's Report and Monthly Budget Report be acknowledged and that they be filed for audit. Motion carried. The following warrants were available for Board perusal:

General Fund – January 2008		
Date	Warrant #	Amount
1/02/2008	2008-1	\$ 7,263.00
1/15/2008	2008-2	6,953.20
1/29/2008	2008-3	5,977.75
	Payroll	<u>132,109.29</u>
		<u>\$152,303.24</u>

Acquires – January 2008		
Date	Warrant #	Amount
01/29/2008	A08-1	<u>\$1,247.09</u>
		<u>\$1,247.09</u>

3. **Director's Report:**

- A. Joint Automation Report: Mary Hanley was injured and required seven stitches when installing a computer at the Bolton Free Library. Megan Baker, Director of the Bolton Free Library, took Mary to get stitches. Micron was notified about the problem (a sharp piece of metal protruding from the computer case). Micron said they were aware of the problem and will correct it on future computer shipments. Chris Mundell will inspect new computers before they leave SALS, and has notified member libraries.

Michele Largeteau, Chris Mundell, and Sara met with Round Lake Library/Malta Branch planning group last week. The branch will have 5,000 square feet in the Community Center.

Joint Automation is working on Polaris Serials components; MVLS staff is being trained to use the Acquisitions portion of Polaris.

Carolyn Thomas, MVLS Administrative Manager, contacted Sara about unpaid bills from 2005. MVLS is working on a procedure to catch this type of thing before it happens again. MVLS will send reminders to libraries after 60 days. Mrs. Dallas has been assured there are no outstanding bills for 2006 and 2007.

- B. Delivery: Delivery is improving. There are new drivers and a contact person who follows through. Libraries are beginning to report items are moving.
- C. Other: SALS staff will work with Crandall Public Library to develop a NYSCA grant to develop a gap analysis of digitizing the Folklife Collection.

Three applications were received for the YSS Conference Scholarship:

Corinth Free Library—Michael Hadfield
Raquette Lake Free Library---Carolynn Dufft
Waterford---Liz Luddington

Sara recommends that all three applications be approved.

Mrs. Dallas was asked to speak at the NYSALB conference on May 2nd. Since she will be returning from China, she asked for volunteers to take her place.

The invitations and stationery for SALS 50th Anniversary are being printed and should arrive at the end of the month.

SALS was closed twice due to ice storms. The Board directed Sara to draft a policy for review and discussion.

NYLA Library Lobby Day scheduled appointments with Legislators are in Board packets. Please contact Sara if you will be attending.

Mr. Jeffords read a note received from Mike O'Connor, former SALS Director, suggesting naming the Conference Room in honor of Florence Harshe, SALS founding Director. Discussion followed.

4. **Committee Reports:**

- A. Audit & Finance: Mr. Merrill noted that there was an error in the formula in the approved 2008 budget. Mr. Merrill moved, seconded by Mr. Elman, to increase Income by \$105,715 to be taken from the General Reserve, to make the necessary adjustment for a 2008 balanced budget. Motion carried.
- B. Building:
- C. Bylaws Committee:
- D. Central Library Aid and Services:
- E. County Aid Coordinators:
- F. Library Services:
- G. Personnel:
- H. Trustee Nominating: Mr. Mosher reported that Russell DeFonce (Hamilton County), Sandy Paine (Warren County), and Paul Mays (Washington County) have agreed to serve if elected.
- I. 50th Anniversary Committee: The invitations are being printed. It was suggested that Allen Brower and other former Board members also be invited. Discussion followed.

Nancy Pearl has added another program to her schedule. There will be a program Monday night (Annual Meeting), 2 programs on Tuesday at Saratoga Springs Public Library, and another program Wednesday afternoon at Clifton Park-Halfmoon Public Library. Thank you to Mr. Pulver for his help.

- J. Ad Hoc Compensation: The Ad hoc Compensation Committee is “on hold.” Other libraries are in the process of doing surveys and will share their information.

5. **Unfinished Business:**

6. **New Business:**

- A. Approval of SALS 2007 NYS Annual Report: The 2007 SALS Annual Report was passed around for Board perusal. This is similar to the Annual Report that the member libraries have to file. Mr. Elman moved, seconded by Mrs. Gold, that the 2007 SALS Annual Report be approved as distributed. Motion carried.
- B. Approval of SALS 2008 NYS Budget: Action on the 2008 SALS New York State budget report was postponed; the required forms are not up on the website as yet.

7. **Director’s Council Report:**

- 8. **Announcements:** Mrs. Smith announced that her daughter-in-law’s (Anne Easter Smith) new historical fiction book “*Daughter of York*” is now available. Mr. Merrill’s book “*Log Marks on the Hudson*” is also available.

- 9. Mr. Jeffords declared the meeting adjourned at 1:42 p.m.

Respectfully submitted,

Nancy L. Bowen
Recording Secretary