

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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

SALS Board Meeting • **January 22, 2008** at 1 p.m.
at the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, January 22, 2008 at the System Service Center and brought to order at 1:03 p.m. with President Bob Jeffords presiding.

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

Absent with prior notice were: Mrs. Helms and Mssrs. Elman, Mosher, and Pepper.

Mr. Jeffords introduced and welcomed Ike Pulver, the new Director at Saratoga Springs Public Library.

1. **Approval of Board Meeting Minutes of November 20, 2007:** Mr. Hutchins pointed out that the minutes of the November 20, 2007 meeting list him as being both present **and** absent; he was unable to attend the meeting. Ms. Hoover moved, seconded by Mrs. Franz, that the minutes be approved as corrected. Motion carried.
2. **Treasurer's Report and Monthly Budget Reports for November and December; warrants:** Mrs. Martz noted that the Treasurer's Report shows that SALS is under budget. Salaries and benefits were less than budgeted because a position was filled for a partial year. Health insurance costs were also less than expected. Mrs. Smith moved, seconded by Ms. Hoover, that receipt of the November and December Treasurer's Report and Monthly Budget Reports be acknowledged and that they be filed for audit. Motion carried. The following warrants were available for Board perusal:

General Fund - November 2007		
Date	Warrant #	Amount
11/06/2007	2007-40	\$ 10,539.73
11/15/2007	2007-41	5,907.09
	Payroll	87,747.21
		<u>\$ 104,194.03</u>

Acquires - November 2007		
Date	Warrant #	Amount
11/06/2007	A07-18	\$ 41,795.05
11/15/2007	A07-19	29,244.70
		<u>\$ 71,039.75</u>

General Fund - December 2007			Acquires - December 2007		
Date Approved	Warrant #	Amount	Date Approved	Warrant #	Amount
12/03/2007	2007-42	\$ 10,098.00	12/03/2007	A07-20	\$ 50,200.65
12/03/2007	2007-43	152,526.75	12/17/2007	A07-21	6,360.42
12/06/2007	2007-44	323.75	12/31/2007	A07-22	15,996.75
12/17/2007	2007-45	1,003.75			<u>\$ 72,557.82</u>
12/17/2007	2007-46	12,073.64			
12/17/2007	2007-47	1,303.52			
12/17/2007	2007-48	1,944.61			
12/28/2007	2007-49	7,630.58			
12/31/2007	2007-50	4,813.55			
Close out Petty Cash		100.00			
	Payroll	89,554.53			
		<u>\$ 281,372.68</u>			

3. **Director’s Report:** Mrs. Dallas welcomed Mr. Pulver.

A. **Budget:** Letters were received from the Governor’s office stating that library funding in his budget will not be as generous as last year. The newspaper is predicting a 1% to 2% cut for school districts; this would mean \$22,279 less for SALS and \$7,369 less for our member libraries. SALS budget was not developed using the supplemental aid received last year of \$147,922.

Tuesday, March 11th is Legislative Day. Mrs. Dallas will make appointments to visit our legislators. SALS Board is welcome to join in these meetings. Mrs. Dallas has a schedule of events, and will share the appointment schedule once the appointments are made. NYLA has a list of budget priorities on their website.

B. **Gates Grant:** The Advocacy Training developed by Sandra Nelson will be held at The Sagamore in Bolton Landing during the week of April 6—11. Participating libraries can attend the training in person or virtually. It is a grant requirement, and will be paid for by the Gates Grant. PLA will pay travel expenses for Sagamore participants. An application will need to be submitted to DLD by April 1st; funds will be received in July, which will include an administrative fee for SALS. Libraries will need to spend their funds and run TechAtlas to document the purchase of new computers by the end of 2008. Hudson Falls Free Library, Stillwater Free Library, and Fort Edward Free Library have withdrawn from the grant program. Libraries still participating are: Cambridge Public Library, Corinth Free Library, Crandall Public Library, Town of Lake Pleasant Public Library, Raquette Lake Free Library, Richards Library in Warrensburg, Stony Creek Free Library, Town of Johnsburg Library, Waterford Public Library, and Whitehall Free Library. There will be 29 computers in year 1; 10 computers in year 2.

C. **Broadband Access Initiative:** DLD asked Mrs. Dallas to write a letter of support for a statewide Broadband Access Initiative.

D. **Joint Automation:** The next Joint Automation meeting is January 29th at MVLS. Mary Ann Hunter from Saratoga Springs Public Library has agreed to chair JA in 2008.

Michelle Largeau, Diane Robinson, Carol Clingan, and Sara Dallas met with Bill Schickling to address the last upgrade. Polaris management have already addressed many of the issues.

- E. Other: Elaine Baker, Jennifer Ferriss, and Mrs. Dallas will present a program at PLA in March--it is called "Data Is Not a Four-Letter Word." It is an honor to be selected to do a program at this national conference.

To date, 27 libraries have confirmed storytelling programs from April through June 2008 in celebration of SALS 50th Anniversary Program. Elaine Baker presented the various logo designs from the graphic artist for SALS Stationery and Annual Meeting Dinner Invitations. Mrs. Franz moved, seconded by Mrs. Gold, that option #2 be used. Motion carried. (Copies attached to the Official Minutes).

The Construction Grant Workshop will be held on April 23 at Crandall Public Library, Glens Falls.

Mrs. Dallas is on the NYLA Local Arrangements Committee; if anyone has any event suggestions, please feel free to share.

Mrs. Dallas also is the Chair of the Rotary Senior Citizens Award Committee. Nominations are being accepted; must be 65 or older and live in Saratoga County.

4. **Committee Reports:**

- A. Audit & Finance:
- B. Building:
- C. Bylaws Committee:
- D. Central Library Aid and Services:
- E. County Aid Coordinators:
- F. Library Services:
- G. Personnel:
- H. Trustee Nominating: In the absence of Mr. Mosher, Mrs. Dallas gave the report. The following people have agreed to serve on the Trustee Nominating Committee:
 - Dick Lasher from the Town of Inlet Public Library (Hamilton County)
 - Jack Ditch from Schuylerville Public Library (Saratoga County)
 - John Plantier from Hadley-Luzerne Public Library (Warren County)
 - Clem Crowe from the Cambridge Public Library (Washington County)

There will be openings from Hamilton County, Warren County, and Washington County. Mr. Hutchins (Hamilton County) will have completed two five year terms; Mrs. Franz (Warren County) will have completed a partial term and a full five year term, and chooses not to run again; Mr. Mays (Washington County) will have completed a partial term and is willing to have his name considered for a full five year term.

- I. 50th Anniversary Committee: Nancy Pearl will arrive on May 18th; the Annual Meeting is May 19th. She will also present another program at Saratoga Springs Public Library.
- J. Ad Hoc Compensation:

5. **Unfinished Business:**

6. **New Business:**

- A. YSS Scholarship to Spring Conference: The YSS Spring Conference was discussed. Last year, SALS offered \$600 scholarships at a total cost of \$2800. Participants were required to attend

the full conference, write highlights and best practices blog entry on the SALS Blog, and answer questions from membership at Youth Services meetings and/or SALS Blog. Mrs. Franz moved, seconded by Mrs. Smith, to offer the same scholarship with the same stipulations as last year with a \$600 max per person and a total scholarship program total of no more than \$3000. Motion carried.

- B. Approval of the NYS Summer Reading Grant application: Mrs. Baker explained that this grant is divided equally among the member libraries and enables them to develop programs or purchase supplies and materials directly related to promoting the Summer Reading Program theme. This year it is “Catch the Reading Bug.” Discussion followed. It was suggested that SALS contact Stewart’s about the possibility of matching funds if it would not jeopardize individual libraries doing the same thing locally. Ms. Hoover moved, seconded by Mrs. Gold, that this grant be approved. Motion carried.
- C. Approval of LSTA Invitational Grant: This invitational grant is to be used to improve management skills of member library personnel. It is a two-year grant. \$7,365 per year totaling \$14, 730. Year one: March 1, 2008 through April 31, 2009; Year two: March 1, 2009 through April 31, 2010. Discussion followed. It was suggested using these funds for the CPLA program. This year’s program is Politics and Networking (May 2008), next year’s is Planning and Management of Buildings (September 2010). Mr. Mays moved, seconded by Mr. Hutchins, that the LSTA Invitational Grant Funds be used for the CPLA scholarships. Motion carried.
- D. Corporate Resolution of facsimile signature: It was noted that a corporate resolution with Saratoga National Bank was required authorizing Mr. Elman to use a facsimile signature. Mrs. Smith moved, seconded by Mrs. Gold, that the resolution be passed authorizing Mr. Elman to use a facsimile signature. Motion carried. (Resolution attached to the Official Minutes.

7. **Director’s Council Report**:

- 8. **Announcements**: Mr. Jeffords declared the meeting adjourned at 1:53 p.m.

Respectfully submitted,

Nancy L. Bowen
Recording Secretary