

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **November 20, 2007** at 1 p.m.
at the System Service Center

MINUTES

The regular meeting of the Board of Trustees of the Southern Adirondack Library System was held on Tuesday, November 20, 2007 at the System Service Center and brought to order at 1:04 p.m. with President Bob Jeffords presiding.

Present were: Mmes. Franz, Hoover, and Smith, and Mssrs. Elman, Jeffords, Merrill, and Mosher. Also present were: Harry Dutcher, Director at Saratoga Springs Public Library, Christine McDonald, Director at Crandall Public Library in Glens Falls, Sara Dallas, Director at SALS, and Jill Martz, Administrative Assistant/Financial Officer at SALS.

Absent with prior notice were: Mmes. Gold and Helms, and Mssrs. Hutchins, Mays, and Pepper.

Mr. Jeffords offered congratulations to Crandall Public Library; their budget vote passed by a margin of almost 2 to 1.

1. **Approval of Board Meeting Minutes of October 16, 2007:** Mr. Elman moved, seconded by Mrs. Smith, that the minutes of the October 16, 2007 SALS Board meeting be approved as distributed. Motion carried.
2. **Treasurer's Report and Monthly Budget Reports for October; warrants:** Mr. Elman reviewed a few items in the October Treasurer's and Monthly Budget Report. There was nothing extraordinary to report. Mrs. Smith moved, seconded by Ms. Hoover, that receipt of the October 2007 Treasurer's and Monthly Budget Report be acknowledged, and that it be filed for audit. Motion carried. The following warrants were available for Board perusal:

General Fund			Acquires		
Date	Warrant #	Amount	Date	Warrant #	Amount
Approved			Approved		
10/09/2007	2007-37	\$ 6,203.33	10/04/2007	A07-16	\$43,321.56
10/16/2007	2007-38	25,579.59	10/15/2007	A07-17	4,751.30
10/23/2007	2007-39	1,990.73		<i>October 2007 Total</i>	<u>\$48,072.86</u>
	Payroll	<u>89,673.46</u>			
	<i>October 2007 Total</i>	<u>\$123,447.11</u>			

3. **Director's Report:**
 - A. **Joint Automation Report:** As of the last JA meeting on September 19th, CybrariaN has been installed at some libraries. There were some problems with the Polaris 3.3 upgrade that will be addressed at a meeting with Polaris.

Member libraries should be aware that JA fees will increase in 2009.

Twenty-three of the thirty-four library agreements with JA have been returned.

- B. Other: The Hudson Falls Free Library has chosen not to participate in the Gates Grant. Elaine Baker, Chris Mundell from the JA staff, and Sara are helping all the libraries answer the survey and are encouraging library participation.

The Town of Lake Pleasant Public Library has applied for their Absolute Charter.

The carpet installers have been wonderful and the installation is ahead of schedule. The gluing of the CVT tile will start Wednesday. As the glue may have an odor, it may present a problem for some employees. By Board consensus, non-essential staff will be released when the CVT tile installation begins, which is estimated to be approximately eleven o'clock on Wednesday. Mrs. Dallas will stay until the work is completed.

Sara and Elaine are working with the Town of Malta and the Round Lake Library and their library planning process.

Sara and Elaine will also work with Stony Creek Free Library on their planning process.

Elaine and Jennifer Ferriss have been asked to assist East Greenbush Community Library in Staffing for Results. Jennifer just completed the Results Boot Camp and found it worthwhile.

The HP printers purchased for the libraries have presented problems. The printers break down when an ink cartridge is changed. A letter was written to the President of the company, and HP will replace the printers with another model and 1 year maintenance.

Librarians representing large, small, and rural libraries in Russia came to visit.

State funding could be reduced next year. NYLA is asking for additional System aid and construction aid. Because Federal funds for New York have decreased, LSTA will be an invitational grant.

4. **Committee Reports:**

- A. Audit & Finance: Mr. Merrill moved that \$63,500 be transferred from the Capital Fund to the General Fund on the Building Maintenance budget line to pay for the carpeting. Mr. Mosher seconded the motion. Motion carried. The Board was invited to walk around the building to view the new carpeting.
- B. Building:
 - i) Landscaping Project: Bushes were removed, grass seed was planted, and two Rose of Sharon bushes were purchased and planted.
 - ii) Carpeting: Board members are invited to check out the new carpeting.
 - iii) Glycol leak in Michele's office: An "O" ring failed, which created a glycol leak in Michelle's office.
- C. Bylaws Committee:
- D. Central Library Aid and Services:
- E. County Aid Coordinators: Saratoga County has approved the SALS request for funding at \$34,000.
- F. Library Services:
- G. Personnel:

H. Trustee Nominating:

- I. 50th Anniversary Committee: The Story Circle of the Capital District will partner with SALS to provide a storytelling program in each library to celebrate SALS 50th Anniversary. Senators Farley, Bruno and Little will be contacted for resolutions to honor SALS.
- J. Ad Hoc Compensation: The next meeting will look at job descriptions of non-professional staff and salary comparisons.

5. Unfinished Business:

6. New Business:

- A. January 15th SALS Board meeting: There is a conflict with the scheduled January 15th SALS Board meeting. Mr. Elman moved, seconded by Mrs. Franz, that the January 15th SALS Board meeting be rescheduled for January 22nd. Motion carried.
- B. 2007 Library Program of the Year and 2007 Library Trustee of the Year: Ms. Hoover moved, seconded by Mrs. Franz, that the Library Program of the Year and Library Trustee of the Year Awards be continued for 2007, to be awarded at SALS Annual Meeting on May 19th. Motion carried. Galway Public Library's *Story Quilt* program, which was one of the 2006 Library Program of the Year Winners, also won the Joseph Schubert Award.

7. Director's Council Report:

- 8. Announcements: Christine McDonald, Director at Crandall Public Library, thanked SALS and Michele, Diane and Chris for all of their hard work in putting together a RFP for RFID.

Saratoga Springs Public Library's new Director, Isaac Pulver, will start in mid January.

Lindsey Gabriel is the new Director at the Greenwich Free Library.

Karen DeAngelo, former Children's Librarian at the Town of Ballston Community Library in Burnt Hills, will be the new Director.

Ms. Hoover moved, seconded by Mr. Mosher, that the meeting be adjourned at 1:27 p.m. Motion carried.

Respectfully submitted,

Nancy L. Bowen
Recording Secretary