

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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

SALS Board Meeting • **October 16, 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, October 16, 2007 at the System Service Center and brought to order at 1 p.m. with President Bob Jeffords presiding.

Present were: Mmes. Gold, Helms, Hoover, and Smith, and Mssrs. Elman, Jeffords, Merrill, and Mosher. Also present were: Harry Dutcher, Director at Saratoga Springs Public Library, Sara Dallas, Director at SALS, Jill Martz, Administrative Assistant/Financial Officer at SALS, and Paul Mays, Trustee candidate from Washington County.

Absent with prior notice were: Mrs. Franz and Mssrs. Hutchins and Pepper.

1. **Introduction of Paul Mays, candidate to replace board member Richard Ring:** Mr. Jeffords introduced Paul Mays, trustee candidate from Washington County, and gave some background information. Mr. Mays is an architect. Mr. Jeffords moved that Mr. Mays fill the Washington County vacancy due to Richard Ring's resignation until the next SALS Annual Meeting. Mrs. Smith seconded. Motion carried.
2. **Approval of Board Meeting Minutes of September 18, 2007:** Mr. Elman moved, seconded by Ms. Hoover, that the minutes of the September 18, 2007 SALS Board meeting be approved as distributed. Motion carried.
3. **Treasurer's Report and Monthly Budget Reports for September ; warrants:** Mr. Elman briefly reviewed the insurance items in the September report. Mrs. Helms moved, seconded by Mrs. Gold, that receipt of the September 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			Acquires		
Date	Warrant #	Amount	Date	Warrant #	Amount
09/10/2007	2007-34	\$8,128.34			
09/25/2007	2007-35	1,263.35	9/11/2007	A07-15	\$2,962.90
09/25/2007	2007-36	43,411.62		<i>September 2007 Total</i>	<u>\$2,962.90</u>
	Payroll	<u>89,980.75</u>			
	<i>September 2007 Total</i>	<u>\$142,784.06</u>			

4. **Director's Report:**
 - A. **Joint Automation Report:** The upgrade to Polaris 3.3 was problematic but almost seamless for library staff and public. Diane Robinson tested on the "trainer" and sent encountered problems

to Polaris. The upgrade ran for six hours, then crashed. Diane once again worked with Polaris to fix the problems. Serials training is scheduled for November 9th at SALS.

A Barracuda (Spam filter) box has been purchased. The amount of junk mail has decreased dramatically.

Diane and JA staff are working with Crandall Public Library staff on RFID self-check systems.

Saratoga Springs Public Library helped us dispose of recyclable computer equipment.

Member libraries were sent JA agreement letters for signature along with copies of all JA policies.

- i) Presentation of Proposed 2008 JA Budget: The proposed 2008 Joint Automation budget was presented. The deficit budget is planned to draw down excess funds. Mrs. Smith moved, seconded by Mr. Elman, that the proposed 2008 JA Budget be approved. Motion carried. Libraries should be aware that there may be a fee increase in 2009.
 - ii) Expiration of Rebecca Fasulo's term on JA Council: Rebecca Fasulo's term on the Joint Automation Council will expire on December 31st. Ms. Fasulo is Director at Corinth Free Library, and does not choose to run for another term. The name of Tim McDonough, Director at Waterford Public Library, has been suggested.
- B. Other: There are several Library Directors retiring in the next few months: Anna Jane Abaray, Director at the Town of Ballston Community Library in Burnt Hills, Claudia Blackler, Director at Greenwich Free Library, Harry Dutcher (January 15th), Director at Saratoga Springs Public Library, and Jo Piracci (Spring), Director at the Clifton Park-Halfmoon Public Library.

CBS contacted Sara Dallas to be interviewed about Facebook; Mrs. Dallas is declining. Facebook is a social networking utility that connects people with friends and others who work, study and live around them. People use Facebook to keep up with friends, upload an unlimited number of photos, and share links and videos.

The insurance company inspected the building and grounds. They recommended installation of smoke detectors. Battery powered smoke detectors are not acceptable. This will be referred to the Building Committee for further discussion.

The concert series was successful; please mark your calendars for the finale at Crandall Public Library on Monday, December 10th at the Wood Theater at 7 p.m.

The Galway Public Library won the Joseph Shubert Award for their Story Quilt program. They will receive their award (\$1,000) at NYLA in Buffalo. Clifton Park-Halfmoon Public Library also won an award from the Public Library section of NYLA for their "green" building.

Jo Piracci, Director at Clifton Park-Halfmoon Public Library, will speak at NYSALB on "green" buildings.

The new carpeting is expected to be installed within the month. Staff is starting to prepare their work areas.

Florence Harshe, SALS Founding Director, will be 90 years old today!

5. **Committee Reports:**

A. Audit & Finance:

- i) Approval of Proposed 2008 SALS budget: Mr. Merrill recommended approval of the proposed 2008 SALS budget which was distributed at the last meeting. He noted that it is a balanced budget. There were no questions. Motion carried. (No second necessary as from a Committee).

B. Building:

- i) Landscaping Project: Mrs. Gold reviewed activities and plans of the SALS staff volunteers for the Landscaping Project. Some of the yews have been cut down; the rest will be cut down. The viburnum and lilac bushes will be trimmed, and the committee will look into ways to disguise the generator with either plantings or a fence. They are planning a combination of plants and flowers that will give year round color.

C. Bylaws Committee:

D. Central Library Aid and Services:

- E. County Aid Coordinators: Mr. Mosher stated that a request would be made to Saratoga County for Downloadable Audio Books in the amount of \$38,000.

F. Library Services:

- G. Personnel: Ms. Hoover reported that Mrs. Martz attended a NYSHIP meeting and suggests rewording vested status. This would lessen SALS liability. Discussion followed. Ms. Hoover proposed the following resolution:

As an additional condition of vested status an enrolled employee who terminates employment at SALS before retirement age is eligible to continue coverage under NYSHIP as a vestee if the enrollee has terminated employment within five years of the date on which he or she is entitled to receive a retirement allowance.

Motion carried. Mr. Elman abstained.

H. Trustee Nominating:

- I. 50th Anniversary Committee: Mrs. Gold reported that SALS 50th Anniversary Annual Meeting will be held at the Holiday Inn, with an Open House reception at SALS prior to the meeting. Nancy Pearl will be the speaker, and Clifton Park-Halfmoon Public Library, Crandall Public Library, and Saratoga Springs Public Library will contribute to her fee, as she will also be doing programs at Clifton Park-Halfmoon Public Library and Saratoga Springs Public Library. Other details, such as souvenirs, have been discussed.

- J. Ad Hoc Compensation: The Ad hoc Compensation Committee will meet immediately after the Board meeting.

6. **Unfinished Business:**

7. **New Business:**

- A. Yearly Agreement between JAC and Libraries: (see Director's Report)

- B. Proposed 2008 JA Budget: (see Audit & Finance Committee)

- C. Appointment of Tim McDonough to JA Council (term to expire 12/31/2010): Mr. Elman moved, seconded by Mrs. Helms, that Tim McDonough, Director at Waterford Public Library, be appointed to the JA Council for a three year term to expire 12/31/2010. Motion carried.

- D. Contract with Velocity: The new contract with Velocity (delivery service) has been received. There is no escalator clause. The new contract period is from January 1, 2008 through December 31, 2010. The new price for daily delivery is \$13.50 per stop (up from \$13.13 per stop) when there are 0—10 totes, and \$25 per stop when there are 11+ totes. The pricing is for three years and the 3% fuel surcharge is included in the rate. CDLC, MVLS, and UHLS have

approved the contract. Mr. Merrill moved, seconded by Mrs. Helms, that Mr. Jeffords be authorized to sign the contract. Motion carried.

E. Letter of Engagement from Auditors: The Letter of Engagement (contract) was received from Flynn Walker, the auditing firm SALS uses. There is a 9% increase in the fee. Mr. Elman moved, seconded by Ms. Hoover, that Mr. Jeffords be authorized to sign the Letter of Engagement. Motion carried.

8. **Director's Council Report**:

9. **Announcements**: Mr. Elman would like to see more communication between committees and the rest of the board. Discussion followed. It was suggested that perhaps the Chair of the committees could email minutes of committee meetings to the committee members, and copy the rest of the Board.

Mr. Salvadore is suing Crandall Public Library; saying the budget is illegal.

Mrs. Gold moved, seconded by Mrs. Smith, that the meeting be adjourned at 1:50 p.m. Motion carried.

Respectfully submitted,

Nancy L. Bowen
Recording Secretary