

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **September 16, 2008** at 1 p.m.
at the System Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, September 16, 2008 at the System Service Center and brought to order at 1:03 p.m. with President Dick Merrill presiding.

Present were: Mmes. Gold, Helms, Hoover and Smith, and Mssrs. Elman, Jeffords, Mays, and Merrill. Also present were: Sara Dallas, Director at SALS, Jennifer Ferriss, Bibliographic Database Specialist at SALS, Alex Gutelius, Director at Clifton Park-Halfmoon Public Library, Jill Martz, Administration and Finance Manager at SALS, and Christine McDonald, Director at Crandall Public Library.

Absent with prior notice were: Ms. Payne and Mssrs. DeFonce, Mosher, and Pepper.

Mr. Merrill welcomed Alex Gutelius, Director at Clifton Park-Halfmoon Public Library and Christine McDonald, Director at Crandall Public Library in Glens Falls. Board members may keep the Statistical Summaries found in their folders.

Mr. Elman thanked everyone for good wishes sent to him during his recent illness. Doctors report that he is fine.

1. **Approval of Board Meeting Minutes of June 17, 2008:** Mrs. Smith moved, seconded by Mrs. Helms, that the minutes of the June 17th meeting be approved as distributed. Motion carried.
2. **Treasurer's Report and Monthly Budget Reports for June, July and August; warrants:** Mr. Jeffords reviewed the June, July and August Treasurer's Report and Monthly Budget Report. There were no questions. Ms. Hoover moved, seconded by Mrs. Gold, that receipt of the June, July and August Treasurer's and Monthly Budget Reports be acknowledged, and that they be filed for audit. Motion carried. Warrants 2008-18 through 2008-30, A08-10 through A08-15, and TA08-9 through TA08-16 were available for Board perusal (copy of list attached to the Official Minutes).
3. **Director's Report:**
 - A. **Joint Automation Report:** Mrs. Dallas reported that Michele Largeteau is working on a Joint Automation budget which will be presented at the JA meeting on October 27th. JA staff are working on CybraryN issues. JA is working with representatives from the Round Lake Library and Town of Malta on the Round Lake Branch Library. The Gates computers continue to be delivered to the member libraries. They need to be up and running by November 1st. Sara was able to use the new computers at the Town of Johnsburg Library and the Town of Lake Pleasant Public Library. The Polaris User's Group (PUG) will be meeting October 2nd—4th; all

of the JA staff will be attending as well as Jennifer Ferriss. The JA staff is also working to prepare year end reports.

- B. *Other*: Some State Aid is still outstanding. State funding has been cut by 2%. It is not known how the remaining funds will be decreased. Supplemental Aid cuts are still up in the air. DLD was contacted for clarification on funding.

The two day CPLA Workshop was well attended and well received. Mrs. Dallas had verbal notice that the Lake Placid Foundation would pay for the workshop, but SALS has not received any written notification to date.

Mrs. Dallas met with our insurance agent to review the insurance binder for SALS. SALS insurance agent is TDBanknorth.

Delivery is still a challenge, but improving. There is a new warehouse manager and he is working to correct the routes, sorting, the attitude of the drivers, etc. Carol Clingan (MVLS), Jean Sheviak (CDLC), and Mrs. Dallas will meet with the Executive Vice President of the company to see if the account can be saved. Meetings are also scheduled with other vendors during the next few weeks.

Mrs. Dallas thanked Elaine Baker and Nancy Bowen for their help with the Construction Grant applications.

A very special thank you to Paul Mays and Steve Rowland for their help with the basic scope of work for SALS re-roofing project. SALS is applying for a Construction Grant to replace the roof.

DLD has not been able to tell us if the Broadband Grant will be funded.

Mrs. Dallas is still visiting library boards. She had a wonderful meeting with the Town of Lake Pleasant Public Library. They have agreed to pay the four-year-old JA bill for computers in 2009.

Mrs. Dallas has been invited to the Pember Library and Museum Annual Dinner, and will be attending a PLA Board meeting in Chicago in October. She and Joe Mattie, from the Division of Library Development, will be attending a Town of Inlet Public Library Board meeting on October 21st. Mrs. Dallas noted that this meeting would conflict with SALS regularly scheduled Board meeting, and asked if the Board would change SALS meeting to the 28th. By Board consensus, SALS regularly scheduled Board meeting will be changed from October 21st to October 28th.

A grant for downloadable audio books will be submitted to Saratoga County Legislature.

Crandall's Folklife Collection is scheduled to move the end of November. We will miss them.

Thank you to the Board for contributing to and attending Elaine Baker's retirement party. She will be missed. The elm trees will be planted this week. Mrs. Ferriss presented a video presentation of Elaine's fete for the Board to enjoy.

4. **Committee Reports:**

- A. Audit & Finance: Mr. Jeffords noted that the 2008—2009 SALS Budget was emailed earlier for Board review. It includes a 4.1% cost of living increase, and is a balanced budget. There were no questions at the present time. Mrs. Dallas noted that the budget was sent out to the member libraries as well. The budget will be voted on at the October 28th meeting.
- B. Building: Mr. Mays reported that a Construction Grant for replacing the roof was submitted. The new roof will be a high quality and more energy efficient. Options are being looked into for the empty space at SALS once the Folklife Center moves out. Please let either Mr. Mays or Sara know of any ideas or suggestions.
- C. Bylaws Committee:
- D. Central Library Aid and Services:
- E. County Aid Coordinators: A Grant request for Downloadable Audio Books will be submitted to Saratoga County. Mr. Merrill reported that Warren County remains the same as past years. Mr. Jeffords reported that Washington County also remains the same.
- F. Library Services:
- G. Personnel: Mrs. Smith reported that Mrs. Baker’s Assistant Director’s position will not be filled at the present time. Elaine’s duties, for the time being, have been divided between Jennifer Ferriss, Jill Ryder, and Sara Dallas. Sara has added Outreach Services to her Director duties.
- H. Trustee Nominating:

5. **Unfinished Business:**

6. **New Business:**

- A. Yearly Agreement between JAC and Libraries: At this time every year, letters are sent to the membership, explaining the duties of the Joint Automation Council, and asking them to sign an agreement for the following year. Copies of all JA policies are also sent out to the membership.
- B. Grants:
 - i) NYS Construction Grant recommendations: Mr. Mays, as Chair of the Building Committee, thanked Mrs. Dallas and her staff for the hard preparatory work done on the Construction Grants. The combined Building and Library Services Committees recommend the following:

\$800K Grant: (\$21, 824 available):

Library	Project	Requested \$\$	Rank	Recommended \$\$
Cambridge Public Library	Furnace & Hot Water Heater	3,262	1	3,262
Corinth Free Library	Air Conditioning/Dehumidifier	4,842	2	4,842
Crandall Public Library	Self-Check RFID System	50,000	3	3,720
Round Lake Library	3M Security System for Branch	12,479	4	10,000
Totals		70,583		21,824

\$14M Grant: (\$389,713 available):

Library	Project	Requested \$\$	Rank	Recommended \$\$
Crandall Public Library	Shelving and Furniture	420,458	9	60,550
Greenwich Free Library	Roof Replacement	8,950	5	8,950
Richards Library	Expansion Construction	42,048	6	42,048
Round Lake Library	Branch Library Construction	625,695	8	100,000
SALS	Roof Replacement	70,000	7	70,000
Saratoga Springs Public Library	Generator	73,750	2	73,750
Stillwater Free Library	Energy Conservation Lighting & Insulation	9,784	4	9,784
Town of Johnsbury Library	Handicapped Entrance	18,431	1	18,431
Waterford Public Library	Furnace, Ductwork	6,200	3	6,200
Totals		1,275,316		389,713

Motion carried as proposed.

- ii) *Broadband Access Grant:* A Broadband Access Grant may be available from the State to help connectivity in the larger libraries. Polaris and Internet connections are on one circuit, and the larger libraries have issues and slow-downs. The goal of this project is to upgrade broadband access in our three largest member public libraries. Currently library administrative functions (including circulation) and public service access to the Internet use the same line. We propose to add a new line in each of the three largest libraries to break out public service use from administrative use. Mrs. Smith moved, seconded by Mr. Jeffords, that SALS apply for this Grant. Motion carried.

C. *Annual Meeting---location for 2009 (51st) Annual Meeting:* SALS 51st Annual Meeting will be held Monday, May 18, 2009 at the Queensbury Hotel in Glens Falls. An Open House will be held at the Crandall Public Library prior to the dinner. Mrs. Dallas will investigate getting Joan Frye Williams, a Library Information Technology Consultant as a speaker for the meeting.

7. **Director’s Council Report:**

8. **Announcements:** Christine McDonald, Director at Crandall Public Library, said tours of the new Crandall Public Library will be available every Friday at 4 p.m. for the next four weeks (two in September, two in October).

Easton Library has a new roof.

Mrs. Gold moved, seconded by Mr. Jeffords, that the meeting be adjourned at 1:59 p.m. Motion carried.

Respectfully submitted,

Nancy L. Bowen
Recording Secretary