

SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **February 19, 2019**, at 1:05 p.m.
at SALS Service Center

MINUTES

The regular meeting of the Southern Adirondack Library System was held Tuesday, February 19, 2019, at the System Service Center and brought to order at 1:05 p.m. with President Jordan Hornstein presiding.

Present were: Mmes. Seifts, Connell, Kuhr, Lindner, and Messrs. Hornstein, Plantier and Wise. Also present were: Sara Dallas, SALS Director; Bob Jeffords, SALS Treasurer; Cindy Mirra SALS System Services Support Representative; Jill Ryder, SALS Assistant Director & Collection Management Consultant; Jack Scott, SALS Technology & Community Youth Services Librarian; Erica Freudenberger, Outreach & Engagement Consultant; and Dianne Winter, SALS Finance & Administration Manager.

Absent with prior notice were: Mme. Borden, McComb, Cowin, Nemer and Messrs. Odess.

1. **Public Comment** No Comment

2. ***Approval of Board Meeting Minutes of January 15, 2019** (enclosure):

Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the January 15, 2019, Board meeting. Mr. Wise moved, seconded by Ms. Kuhr, to approve the minutes of the January 15, 2019, SALS Board meeting as distributed. Motion carried.

3. ***Treasurer's Report and Monthly Budget Reports for December 2018 & January 2019** (attached); **warrants** (available at meeting) :

Mr. Jeffords reviewed the December 2018 & January 2019 Treasurer's and Monthly Budget Reports. Mr. Wise moved, seconded by Ms. Lindner, that receipt of the December reports be acknowledged and filed for audit. Motion carried. Mr. Wise moved, seconded by Ms. Connell, that receipt of the January reports be acknowledged and filed for audit. Warrants 2019-1 through 2019-4 and TA19-1 through TA19-3 were available for Board perusal. (*Copy attached to the Official Minutes.*)

4. **Director's Report** (see attached):

Mrs. Dallas welcomed back Cindy Mirra.

Mrs. Dallas has been appointed to the ALA Committee on Legislation. It is a committee of the ALA Council, and it is charged with the responsibility for the association's legislative agenda. She hopes to be able to push forward the ALA core value of Sustainability, among other important issues.

Her term as chair of the ALA Committee on Professional Ethics ends at the conclusion of ALA Annual.

Her term as a member of the ALA Awards Committee will end at the conclusion of ALA Annual.

She will continue as a member of the ALA Committee on Rural, Native and Tribal libraries of all kinds.

Mrs. Dallas was pleased to announce that the 2019 Dewey Medal will be awarded to someone who has worked with SALS on its Plans of Services. The Melvil Dewey Medal is an annual award consisting of a bronzed medal and a 24k gold-framed citation of achievement for recent creative leadership of high order, particularly in those fields in which Melvil Dewey was actively interested.

Mrs. Dallas reported that SALS will also be getting an award at ALA Annual, but right now, we are unable to share until the Public Library Association announces the award. There will be a financial award, a plaque and picture opportunities in our near future.

Erica Freudenberger is writing articles for Library Journal. Her article, “St. Paul Citywide Read Brave Takes on Tough Topics” was shared.

Mrs. Dallas asked Mrs. Freudenberger to share her news about upcoming training for SALS member libraries. Mrs. Freudenberger shared information about a SUNY Adirondack grant that will provide funding & support for a series of professional development training that will address:

- a. Customer Service & Organizational Culture
- b. Conflict Resolution/Mediation
- c. Implicit Bias/Diversity
- d. Preventing Harassment

Mrs. Dallas noted that she will be co-presenting a webinar for new ALA members in March. It will touch upon helpful hints on how to get hired and the types of public library jobs available.

After Mrs. Dallas presented at the Joint Council of Librarians of Color in September, the panel she was on was asked to write an article for American Libraries. It will be submitted next week for consideration.

NYLA Advocacy Day is Wednesday, February 27, 2019. Mrs. Dallas encouraged everyone to come. If trustees cannot attend, please call and visit his/her Assembly member and Senator. It may be a difficult task as the early budget numbers are bleak.

Mrs. Dallas requested that Mr. Hornstein ask the Board to go into Executive Session later in the meeting to discuss issues with a vendor.

Mrs. Dallas conveyed compliments to Dianne Winter and the SALS staff for completing the SALS 2018 Annual report. An email with a link to the report was sent to the board members last week. Two paper copies were circulated during the SALS Board Meeting. The report will need board approval before submission to the New York State Education Department, Division of Library Development.

Joint Automation Report:

Mrs. Dallas provided an update on JA activities.

The late arriving All-in-One computers from last year have arrived. The JA staff is expecting the All-in-Ones ordered at the beginning of this year will arrive in March.

The JA Council met on January 9, 2019, at SALS. The 3% increase for 2020 fees was approved. There will be a call for volunteers for a sub-committee to look into revising the fee formula for 2021.

The Policy Committee was asked to create a policy regarding the minimum age to use Polaris. A draft will be shared at the next JA meeting and then will be distributed.

The JA lawyer sees no issues with the III contract language. Eric Trahan, Michele Largeau and Mrs. Dallas are discussing the proposals from III and hopefully will move forward with an agreement.

Diane Robinson and Michele Largeau participated in an III conference call on January 7, 2019, to discuss Polaris hosting and other questions. We are requesting quotes from III for specific hosting configurations. Diane is working on a document to explain the implications of having or not having certain options.

Jill Ryder is working with all SALS libraries (except Greenwich Free Library) to remove generic circulation accounts. The online Security Policy Application is in use for all libraries, and most have signed. David MacFarland is working with the library directors about their staff who have not signed the security policy and the status of their accounts.

Michele and Diane have produced Excel spreadsheets showing SysAid data for 2017 and 2018. They will share the information with Eric Trahan and Mrs. Dallas.

Information was provided to a member library director about when some of the staff electronically agreed to the JA Security Policy.

The Crandall Public Library is now using MVLS/SALS email.

Chris Mundell worked with the Greenwich Free Library to plan for wiring for their basement renovation.

Whitehall has updated wiring in their building.

JA staff has worked with the Clifton Park-Halfmoon Public Library to prepare for Communico. It is a software project to enter events onto their calendars.

B. Other: None.

5. **Committee Reports:**

A. Audit & Finance (R. Wise, chair): No report.

B. Building (C. Connell, chair): No report.

C. Bylaws (R. Wise, chair): No report.

D. Central Library (D. Nemer, chair): No report.

E. County Aid Coordinators (Seifts, Connell, Odess, Plantier): No report.

F. Library Services (C. Kuhr, chair): Library Services Seed Challenge Grants

- i) Ms. Kuhr reviewed the two updated applicants for the 2019 Library Services Seed Challenge Grants.

Fort Edward Free Library	Story Wall	10,000.00
Hadley-Luzerne Public Library	Hire a legal consultant for re-chartering process	10,000.00

The committee recommended funding the Fort Edward Free Library at 100% of its request.

Ms. Kuhr noted the committee is not yet recommending full funding of the Hadley-Luzerne proposal. The Hadley-Luzerne resubmission provided more details regarding costs associated with rechartering as a school district public library. However, the response did not answer all the questions asked by the Library Services Committee. The Library Services Committee is recommending that the funding is granted for the pre-vote work. After the public vote, and if the vote is successful, the remainder of the funding would be released to help with the rechartering and organization of the library. Neither the original application nor the resubmission included this cost breakdown, and the Committee directed Ms. Winter to inform the Director of Hadley-Luzerne that the application will only be funded when this information is provided.

G. Personnel (L. Borden, chair): No report

H. Trustee Nominating (D. Nemer, chair): Mr. Wise is willing to run for his 2nd term.

6. **Unfinished Business**: Mr. Hornstein read an email from Nancy Grosselfinger who attended the January 15, 2019, Board meeting and made a plea to possibly file an IMLS grant with SALS assistance. Ms. Grosselfinger concluded that after contacting Long Lake, Indian Lake, Inlet and Lake Pleasant libraries she has found that at this time it is not necessary and that they are already up to date. Therefore, with the concurrence of the Indian Lake Development Corporation, they have shifted gears and are planning a Hamilton County Higher Education Summit to be held (pending approval by ILCDC on Wed. Feb. 20) from 9a.m.-1p.m. Friday, May 17, at St. Mary's Church in Indian Lake. Fifty invitees including three Hamilton County representatives on the SALS Board of Trustees and Hamilton County library directors and their trustees. They will review the current situation, break into working groups and design community-specific plans of action to bring higher education closer into Hamilton County, using our publicly available (library) internet technology and expertise, public school facilities and specialists or live local (possibly imported) instruction. Ms. Grosselfinger thanked SALS and the SALS Board of Trustees for their support.

7. **New Business**:

A. Executive Session

Mr. Hornstein motioned to go into executive session to discuss a legal matter. He asked Dianne Winter, Bob Jeffords and Cindy Mirra to stay. No action was taken.

Mr. Wise moved, seconded by Mr. Plantier to go out of Executive Session. Motion carried.

B. *Approve SALS 2018 NYS Annual Report

Ms. Connell moved, seconded by Ms. Seifts that the SALS 2018 NYS Annual Report be approved. Ayes: All; Nays: None. Motion carried.

C. *Designate official newspaper

Mr. Plantier moved, seconded by Ms. Connell that *The Post Star* be designated as SALS official newspaper. Ayes: All; Nays: None. Motion carried.

D. *Approve Library Services Seed Challenge Grants

Ms. Kuhr moved to approve the Fort Edward Free Library 2019 Library Services Seed Grant proposal for \$10,000. Ayes: All; Nays: None. Motion carried. (DID THE BOARD APPROVE SENDING UP TO \$4999 to LUZ?)

E. *Approve conference request for Jack Scott

Ms. Lindner moved, seconded by Ms. Connell, to approve the Computers in Libraries conference in Arlington, VA and the NYLA Youth Services Section in Tarrytown, NY. Motion carried.

F. *Approve conference request for Jill Ryder

Mr. Kuhr moved, seconded by Mr. Wise, to approve the IUG conference in Phoenix, AZ in May. Motion carried.

G. *Approve conference request for Sara Dallas and Erica Freudenberger

Ms. Lindner moved, seconded by Ms. Kuhr, to approve the PLA Social Justice and Public Libraries: Equity Starts with Us in Chicago, October 28-29. Motion carried.

H. *Approve conference request for Sara Dallas

Mr. Plantier moved, seconded by Mr. Wise, to approve the NYU, Library as Place to be held at NYU Institute for Public Knowledge in New York City. Motion carried.

8. **Director's Council Report**: No report

9. **Announcements**: None.

Ms. Kuhr moved, Ms. Connell seconded, to adjourn the meeting. Adjourned 2:02 pm.

* Items so marked are action items