

Minutes of the Argyle Free Library Board of Trustees

November 14, 2016

The meeting was called to order at 7:00PM by Remus Preda, President.

Members present: Remus Preda, Amy Stott, Bob Webster, Julie Gann, Rick Dennis, Joanne McDowell. Hannah Stahl AFL Library Director and Sara Dallas – SALS Director, also attended.

Minutes of Last Meeting:

Minutes of our October meeting were reviewed. Bob motioned to approve them, Amy seconded, and the vote was unanimous.

Treasurer's Report:

Bob presented the Treasurer's Report (see Attachment 2). We are currently running slightly ahead of our 2016 budget, primarily due to not doing some planned renovation work. We have submitted two grants to pay for some of this renovation to be done in 2017. Outstanding bills were reviewed. Rick made a motion to approve payment of those bills, Joanne seconded, and the motion passed unanimously.

Library Director Report:

Hannah presented the Library Director's report. The complete report is included as Attachment 3, with a summary below.

- Hannah posted a Community Survey on Facebook on the types of materials and programs that people would like. There have been 15 responses to date.
- SALS Service Grant: Hannah is researching two possibilities for submission to the SALS Service Grant. One would be a 'Maker Space' for STEM projects, and the other is a combined library services with other small libraries.
- Hannah gave a brief summary of the ARSL Conference she attended. She brought back several handouts, briefings, etc. with ideas that could be applicable to our library. It was a very useful conference.
- Hannah presented the results of her research into online learning classes. Session4 provides free online IT training for beginner and more advanced users. Coursera provides a wide variety of college level courses which are free unless the user wants college credit. In that case, there is a fee.
- Hannah also suggested that one hour each week be set aside for professional development training for Sue and Pat.

Old Business

- **Construction Grant Status:** The application is almost complete. The Committee plans to complete a final review and submit it next week.
- **Service Grant Status:** See above 'Library Director Report' for potential ideas. Hannah will follow up on these ideas and determine which, if any, to pursue.
- **2017 Budget:** We reviewed the budget for 2017. The current budget numbers show about a \$17,600 shortfall between our anticipated income and expenses, which will be covered by our reserve. Bob will talk with Sue about the implications of changing her from salaried to hourly, due to the change in position. Remus motioned to approve the budget, Amy seconded the motion, and it passed unanimously.
- **New Copier:** Julie and Hannah met with Kellie Wiseman of Repeat Business Systems about a new copier. Kelly gave us information on some small copiers/printers which have the capability to fax, scan, and print both color and B&W copies. We agreed that the Ricoh MP C306SPF was appropriate and reasonably priced. Amy motioned that we buy this copier, Rick seconded the motion, and it passed unanimously.

New Business:

- **New Board Candidate:** Amy has talked with Phyllis Snell about becoming a library trustee. Phyllis is considering it, and Amy will invite her to attend our next board meeting.
- **Sara Dallas & Long Range Plan Discussion:** This agenda item was moved to the start of the meeting (see beginning of these notes).

Sara spoke with the Board about how to best go about developing a long-range strategic plan for AFL. She recommended that we develop a community-based plan, building on the suggestions made during our 2014 Community Potluck Dinner (see Attachment 1). SALS has people who can provide support at no charge to us (Sara, Jennifer, and/or Erica) as we work through the process of developing our long range plan. Four things to look at in our plan include: library building; materials; staff and expertise; and technology.

- Models that can be used in the development of strategic plans include:
 - Aspen Institute Libraries Planning Guide – has info on who the community stakeholders are that should be invited to participate in the planning process
 - Planning For Results (PFR) Model
 - Simply Strategic Model – a 'PFR Light' Model

Sara will give the Strategic Planning Guide to Hannah during this coming Wednesday's seminar. A tentative schedule for developing our strategic plan would be three months, probably starting after the holidays in January 2017.

Sara also recommended that we have a Collection Development Plan that includes a weeding policy. She believes that people will want best sellers and lifelong learning materials. The FAQ section on our AFL website should include a statement on why we need to remove some books from the shelves. Hannah is working on this Collection Development Plan.

SALS Strategic Planning Process and a short summary of SALS updated Long Range (Five Year) Plan are included as Attachment 4.

Our next two meetings are scheduled for the following dates at 7:00PM:

- December 12
- January 9, 2017.

The meeting was adjourned at 9:15 PM.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Hannah	11/14/16: Get Strategic Planning Guide from Sara	11/16: Completed and loaded in 'Files' on PodKeeper
All	11/14/16: Review Strategic Planning documents in 'Files' section of PodKeeper: 1) New Planning for Results 2) Simply Strategic 3) Aspen Institute	
Hannah	11/14/16: move new books from the shelves by the front door to the back room; ask trustees for help when ready to move books	
Hannah	11/14/16: starting sending info on library events and activities to the Greenwich Journal, Chronicle, Free Press and Wise Shopper	
Bob	11/14/16: talk with Sue about implications of change from salaried to hourly	
Julie	11/14/16: finalize details of copier purchase and complete the order	12/5/16: e-mail from Kellie said copier would be delivered soon 11/20/16: Contract signed and sent to RBS;

Action Items		
Person Responsible	Task	Status / Notes
Hannah	11/14/16: Coordinate installation of network connection and new printer drivers with SALS technical support	12/5/16: waiting on delivery date
Amy	11/14/16: Invite Phyllis Snell (prospective trustee) to next board meeting.	
Hannah	10/17/16: check with SALS technical support about how long the 2 nd staff computer will be supported, and why (HW/SW) the public computers will not be supported past Dec 2017	Completed – see Hannah's 11/2/16 email to all board members
Bob	10/17/16: get Hannah a debit card	11/14/16: in progress
Hannah	10/17/16: check with SALS re security implications of donated iMACs	11/14/16: in progress
Hannah	10/17/16: follow-up with high school on free digitization of yearbooks	12/2/16: has received copies of all missing yearbooks; need to get labels and ship
Hannah	10/17/16: draft a Collection Development Plan	11/30/16: draft posted to PodKeeper
Martha, Joanne, Bob	10/17/16: prepare application for SALS Challenge Grant for replacement of our rotting sills.	11/23/16: completed and e-mailed to SALS/Sara Dallas
Hannah	10/17/16: prepare application for SALS Challenge Grant for library services	11/14/16: reviewing potential opportunities
Bob	10/17/16: submit the form for a tax cap override of up to 50% for our 2017 budget	11/14/16: Completed; no longer have to submit tax cap
Hannah	9/12/16: donated iMACs – buy hard drive for one and get it installed	11/14/16: waiting to hear from SALS re security implications
Hannah	9/12/16: Subscribe to Greenwich Journal; use petty cash to pay for it	11/14/16: not yet done
All	5/16/16: look for potential new board members	11/14/16: Amy has talked with Phyllis Snell, will invite to December meeting
Julie Gann	7/11/16: Review Financial Policy and Library Trustees Handbook to ensure our policy is compliant with the guidelines in the Handbook	

Action Items		
Person Responsible	Task	Status / Notes
Remus Preda	6/6/16: Check to see if Cathy Radner is still our legal rep	11/14/16: spoke with one of the partners in Cathy's old firm, will send Remus engagement letter; probably not pro bono – will bill if more than a few questions; also called another lawyer (Erica) and waiting to hear back 10/17: still open 9/12/16: Remus will check to see if someone in firm is willing to do pro bono for us 7/15: No, Cathy has a new position with the county and can no longer act as our attorney
Remus Preda	1/11/16: invite the youth representatives to February's meeting to discuss the Long Range Plan.	11/14/16: not needed for routine board meetings; helpful as one of the stakeholders for strategic planning or by special invitation for specific topics 9/12/16: do this after Sara's discussion at our Nov 2016 meeting
All Trustees	Are asked to read pp. 57-59 of the Handbook for Library Trustees to prepare for our discussion of the Long Range Plan.	do this after Sara's discussion at our Nov 2016 meeting
Library Director	Work with Building Committee to make best use of shelf space emptied by book culling.	11/14/16: see weeding portion of draft collection policy 10/17/16: wait for grant results

**Community Potluck Report
October 2014**

DRAFT

DRAFT – Argyle Community Meeting
October 10, 2014

Attendees: Linda Herman, Marty Butterfield, Carol Kuhr, Elna Butterfield, Sonia Gail Smith, Meryl Ash, Freya Condell, Rand Condell, Bob Webster, Carolee Webster, Betty Reynolds, Julie Gann, Tom Smith, James Smith, Sally Hitchings, Ellen Mulvaney, Martha Johnson, Mary Lou Strode, Sue McWhorter, Pat Jones, Fay Graham, James Smith, Kate Fullerton, Ellen Fullerton, Amy Stoh, Linda Clark, Remus Preda, S. Dallas facilitator

Community Demographics (US Factfinder)

- Service area is 3,780 people.
- 99.2% are white.
- English is spoken
- Median income ages 22-44 \$71,940
- Median income ages 45-64 \$62,412
- Median income 65 and older \$39,412

- Educated community – 70% of population 25 years of age and older have at least high school diploma.

- 94% of the people, over the age of 16 are employed.
- Commuting time to work is 34 minutes or less.

- Majority of workers are in education, health care or social assistance, followed by construction and manufacturing.

Library Demographics (2013 Library Annual Report to State)

- Charter to serve 3,780 people. Receives funds from the Argyle Central School District.
- Circulation: 14,112
- Physical Visits: 7,824
- Virtual Visits: 320
- Programs held: 6 Attendance 34*
- 968 people have library cards

*A concern was raised that the annual report did not reflect the actual number of programs and attendance. Attention to the statistics reported is necessary for the 2014 Annual Report.

Meeting began with S. Dallas sharing community and library statistics. She then explained that the library was looking to the community to help with future planning. The assumptions for the evening were: Excellence is defined locally, Excellence is possible for a smaller library and Excellence is a moving target.

She gave some background and defined some terms that would be used throughout the evening:

- Libraries are neutral spaces within the community
- Libraries need to network and collaborate with other community groups and agencies, to provide services
- View the library as a space that allows face to face experiences and human interaction
- The library is the people's university
- Mobile device use is growing
- Libraries are in the business of sharing
- Library programs can be anything
- Libraries assist people in job searching and applications, college applications, tax filing, and access to health and government resources
- Libraries are the new office for small business and the self-employed
- Libraries provide a secure access to the internet and to information in various formats.

She also shared 9 facts about Americans and Public Libraries as collected by the PEW Research Center, Jan. 2014. (See attached)

Four questions were asked and the answers were recorded. Some people handed in cards at the end of the evening.

What do you like best about the library?

- Friendly, can order through SALS
- You can see everybody in the town and it's a nice place to stay
- Website
- Meeting space
- Part of the SALS consortium
- Helpful friendly staff
- Ability to return items for any library locally
- Wi-Fi
- Homey atmosphere
 - Comfortable Chairs
 - Air conditioning in summer
 - Holiday decorations
- Free!!!!
- Fax and printing available
- Friends of the Library programs
- Selection of books and library materials
- Handicapped accessible
- Summer kids programs
- Garden

- Kid friendly
- Cooperation with the churches
- New drop box

What can be improved?

- How to access library programs for tech training
- Specialist to revamp interior for more efficient space
- Senior courses
- Volunteer from FOL to promote new books at library
- Ipads
- Facebook page for the library
- More technology available such as ipads and training on them
- Fresher look to entrance
- More chairs
- Attract new users to the library
- Work more with the schools
- More programs for seniors
- Slow bandwidth
- Improve technology
- More computer terminals
- Size of building
- More meeting space
- Need more tech savvy help – perhaps partner with tech savvy teens
- No teen programing
- Not serving all community members
- Post new books on FPF
- Where do people live who use the library?
- Better hours for commuters
- Review collection – is it adequate for community?
- Layout of physical plant
- Better promotion of library services and programs

What do you need now from the library?

- Varied hours
- Meets my needs now
- Musical programs
- More browsing
- Tech help to allow access to all of the library's resources
- Electric outlets
- Assistance in job searching
- More computer work stations
- More comfortable seating – perhaps coffee

How do you think your information and reading needs will change in five years?

- Ask the youth
- More large print/audio books
- Online courses
- Face-to-face community support
- Challenge to keep up with technology
- Games, interactive – mine craft
- Game night? Partner with other groups?
- Educational technology apps
- Digital literacy – filter information
- Tutoring – literacy volunteers
- Archiving local history
- Genealogy programs – networking with local historian
- New building? Building expansion

It is evident that the library and the library staff are beloved in the community. There is a need to promote the services to more people. The library is seen a comfortable and handicapped accessible space that cooperates with other local groups and agencies.

People commented on the interior layout of the library, that perhaps something could be done to better utilize the current space.

More computer workstations, mobile devices, and programs on how to use the current offerings was repeated.

The current hours should be reviewed to see if they meet the needs of all.

More programing geared to various age groups, however better promotion is necessary – whether it is virtual or printed.

The Board and Staff of the Argyle library needs to review the above thinking about Staff, Building, Collection, and Technology. How are the needs of the community being met?

Is there sufficient technology to meet the needs of the community?

- The infrastructure and support is already in place being part of SALS.
- The library has access to five IT staff to assist with the network and computer workstations.
- Technology is a tool used to deliver library services and programs.

Does the building meet the needs of the community?

- Comments were made regarding the layout of the building and possible expansion in the future.
- How is the library utilizing its space? Can things be moved or removed? Does it make sense to have wheels on books shelves in order to move them to make more room when programs or meetings are held?
- Can the library use other spaces within the community to hold programs?
- What can be taken out of the library to better use the available space?

Collections

- SALS has tools that can be used to examine and evaluate the current collections. SALS staff can assist in the process.
- Do the collections meet the needs of the community?
- Are the collections (and programs) promoted adequately to all members of the community?

Staffing

- Is there adequate staff to be open different hours?
- Do the staff and volunteers have the skill sets necessary to provide services?
- How can the library partner with other community groups and agencies to provide services?
- What services can be discontinued?

Thank you for taking the time to be part of this focus group. I will be asking four questions. Your answers are very important to us. If you do not feel comfortable sharing your thoughts out loud, please write them down and hand me the paper at the end of the session.

1. What do you like best about the library?

2. What can be improved?

- fresher look to entrance
- draw more people in
- more social programs
- faster bandwidth

- size limits
- lack of good mtg space
- need tech help - "geek squad from HS"
- hours could better suit commuters
- Boat Club info on FPF

~~But~~ Freya's husband
can re-engineer xcp to c
so can add-on in front
space

3. What do you need **now** from the library?

- Argyll town history
- genealogy course
- tech help - downloading books, audiobooks

4. How do you think your information and reading needs will change in five years? Think about you and your family, aging, economic, technology.

**Treasurer's Report
November 2016**

DRAFT

11/14/2016

Net Worth - As of 11/14/2016
(Includes unrealized gains)

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Account	11/14/2016 Balance
ASSETS	
Cash and Bank Accounts	
GF National Bank-Cash Checking	39,902.05
GF National CD's-Multi-Year Redemption	81,753.87
Petty Cash	121.98
TOTAL Cash and Bank Accounts	121,777.90
Other Assets	
Library Bldg	90,800.00
TOTAL Other Assets	90,800.00
TOTAL ASSETS	212,577.90
LIABILITIES	
	0.00
OVERALL TOTAL	212,577.90

**Argyle Free Library
Certificates of Deposit**

November 14, 2016

<u>Amount</u>	<u>Issue Date</u>	<u>Maturity Date</u>	<u>Term</u>	<u>% Rate</u>
6,628.52	8-Apr-14	8-Apr-17	36 M	0.40%
25,125.35	1-Oct-17	15-Apr-17	6 M	0.10%
25,000.00	8-Jul-15	8-Jul-18	36 M	0.40%
10,000.00	7-Jun-16	7-Jun-19	36M	0.40%
15,000.00	20-May-16	20-May-21	60 M	1.00%

\$ 81,753.87

2016 YTD Budget to Actual - Year To Date				
1/1/2016 through 11/14/2016 Using Budget 2016				
11/14/2016		1/1/2016	11/14/2016	
	Category	Actual	Budget	Difference
	INCOME	52,107	47,300	4,807
	Copies-Copier & Computer Copies	285	419	-134
	Dividends	150	0	150
	Fines	828	890	-62
	Interest Received	1,720	100	1,620
	Major Revenue	48,538	45,197	3,342
	Argyle School District	29,400	29,400	0
	Argyle Town	10,000	10,000	0
	Argyle Village	500	500	0
	Book sales	455	1,000	-545
	Donations-Fund Raising & Gifts	3,512	3,097	416
	Memorials	767	0	767
	New York State-SALS	3,904	1,200	2,704
	Other Inc. Bus-Other Business Income	586	695	-109
	EXPENSES	46,255	50,205	3,950
	Bank Charge-Service Charge	147	0	-147
	Equipment	245	800	555
	Major Library	4,545	5,202	657
	Books-All Books	3,679	3,942	262
	Digital Data-Videos & Software	513	900	387
	Subscriptions-Magazines	352	360	8
	Payroll Services	212	325	114
	Program Events	1,462	1,138	-325
	Special Programs	277	292	15
	Summer Prog	1,185	846	-339
	Renovation	0	5,233	5,233
	Service Charges (SALS)	1,834	1,863	29
	Business Tax-Taxes	5,669	4,412	-1,257
	Employee Benefit, Business-Employee Benefit...	194	0	-194
	Other Employee Benefit, Business-Employe...	194	0	-194
	Insurance, Bus-Insurance (non health)	1,582	2,490	908
	Office-Office Expenses	843	691	-152
	Postage and Delivery-Postage and Delivery Ex...	56	363	307
	Printing and Reproduction-Printing and Repro. ...	351	0	-351
	Repairs & Maint-Repairs & Maintenance	1,190	1,608	418
	Supplies, Bus-Supplies	274	481	207
	Travel, Bus-Business Travel Expense	904	0	-904
	Utilities, Bus	4,217	5,220	1,003
	Electrical Service-Electrical Service Expense	1,399	1,700	301
	Heating Oil-Heating Oil Expense	1,500	1,920	420
	Telephone-Telephone Expense	1,318	1,600	282
	Wages-Wages	22,530	20,379	-2,151
	Net Difference:	5,851	-2,905	8,757

Library Report 11-14-2016

Library Activities

- 1.) Cleaning up staff workspace
- 2.) Processing new material
- 3.) General duties: check-in/out, send list, shelving, etc.

Director Activities

1. Picked up furniture from HVCC furniture sale
 - a. Items bought (\$12 total):
 - i. 5 office chairs
 - ii. 2 "comfy" chairs
 - iii. 1 cabinet with glass doors
 - iv. 1 large desk (to replace our current circulation desk up front)
 - v. 2 computer projectors
 - vi. 1 projector that just does paper
2. Redesigned library website
3. Attended ARSL conference
4. Continued to set up Beanstack website
5. Continued to work on collection development manual
6. Worked on SALS Library Services grant

To-Do

- 1.) Finish Beanstack setup
- 2.) Finish collection development plan
- 3.) Finish work on website

SALS 2016 STRATEGIC PLANNING PROCESS

PROCESS SUMMARY

This planning process was designed to provide staff and trustees from all of the member libraries with multiple ways to participate in the identification of the priorities to be included in the *SALS Plan of Service 2017-2021*.

- The process started in March with a one-day meeting of representative staff and trustees from each member library during which the participants began to describe the support they would need from SALS to provide effective services to the residents of their communities over the next five years.
- In April, trustees and members were invited to attend one of four focus groups to continue the discussions started during the March meeting. The recommendations from these focus groups were tabulated and posted on a SALS planning website for people to review and discuss.
- In May, trustees and members were invited to attend one of three groups to review and refine the draft recommendations that came from the April focus groups. The draft recommendations were also presented during the 2016 Annual SALS Trustee meeting.

The recommendations that came from these meetings are described below.

CORE SERVICES

Focus group participants identified three "core services:"

- **Joint Automation/Polaris Support**
- **Delivery Services**
- **Advice and Support from SALS Staff**

It was clear throughout the planning process that member library staff and board members strongly support the continuation of these "core services" and do not want to see the resources allocated to these services reduced.

EXPANDED AREAS OF EMPHASIS

SALS is currently providing a variety of services beyond the "core services" identified above. Focus group participants suggested that the SALS Board consider allocating additional resources to four current services. Those services are listed below in alphabetical order.

- **Continuing Education:** SALS currently offers continuing education programs for library staff and trustees. The number of continuing education programs for one or both audiences could be increased and new topics could be added to the continuing education schedule. Staff and trustees of some member libraries find it difficult to travel within the SALS region to attend training, so consideration should be given to offering some training via Webinars or online. Continuing education opportunities could be expanded to include scholarships for staff and/or trustees to attend conferences sponsored by NYLA or PLA. Consideration should be given to offering formal orientation sessions for new directors and for new board members.

- **Challenge Grants:** SALS currently awards technology challenge grants to member libraries. Staff and trustees in member libraries have found these grants to be valuable and would like to see the grant process expanded. Challenge grants could be offered for services or programs other than technology. The maximum amount available to each grantee could be increased.
- **Digital Content:** The Central Library currently provides e-content through Overdrive. The JA staff incorporate e-content into the Polaris. SALS could provide access to additional e-content such as Freegal, Hoopla, Zinio, or Lynda.com.
- **Public Programming Support:** SALS currently provides some support to help staff in member libraries present programs during the Summer Reading Program. SALS also updates the Performers and Programmers Database occasionally to include local performers. SALS could take a more active role in helping member libraries provide public programming by adding reviews to the database, coordinating webinars of book talks for different ages, arranging for author programs, bringing programs to the libraries, etc.

NEW AREAS OF EMPHASIS

Focus group participants identified four new services that would be of value to their libraries and to the customers they serve. Participants suggested that the SALS Board consider allocating resources to support one or more of these services, which are listed below in alphabetical order.

- **Access to Professional Specialists:** As noted above, ongoing support and advice from SALS staff is one of the three “core services” that member libraries strongly support. However, there are times when staff or boards from member libraries need access to professionals in fields other than librarianship, including human resources, law, social work, and accounting. SALS could make it possible for member libraries to receive a limited amount of clearly defined services from selected professionals.
- **Literacy Coordinator:** The organization that has coordinated literacy services for the counties served by SALS has lost the grant funding needed to continue providing that coordination. Literacy initiatives are important to the staff and trustees in a number of the member libraries and to the people they serve. The SALS Board should consider how SALS might support ongoing literacy coordination. One option would be for the SALS Board to expand the job responsibilities of the Outreach Coordinator to include providing literacy support.

- **SALS Technology Trainer**: Many staff members in SALS libraries are struggling to keep up with the ever-changing mobile device environment and new versions of commonly used software. Although SALS staff provide some training and support, the demand from member libraries exceeds the available resources. SALS could allocate resources to hire a part-time technology trainer or to contract with local trainer(s) for a set number of hours.

- **Technology Tools and Services**: There a number of technology tools or services that member libraries would find useful. SALS could develop a mobile app to provide access to the POLARIS catalog. SALS staff could help with ongoing upgrades to member library web pages. SALS might also provide equipment such as Wifi Hot Spots, Roku, and equipment to scan photographs for use by member libraries or possibly public loan.

Talking points for Board Visit

- 1) SALS is completing its 5 year plan of service
 - a. Will continue to provide JA support
 - i. Computers
 - ii. Network
 - iii. POLARIS
 - iv. Wireless
 - b. Training through JA and SALS staff
- 2) Will continue to provide Delivery
- 3) Continue to provide Advice and Support
 - a. Through SALS Staff
 - b. Through continuing education opportunities
 - c. Better promotion of webinars and workshops
 - d. On demand Trustee CE and director training and assistance
- 4) CHALLENGE GRANTS Expanding
 - a. Facility Upgrade Challenge grants – increased to \$30,000 available funds
 - i. Will include approval for libraries to work with a building consultant
 - ii. Projects range will be expanded; able to do different things
 - b. Program Services Grant – increased to \$70,000 available funds
 - i. One time funding
 - ii. Libraries can try new services
 - iii. Must have community partner
 - iv. Libraries can work with other libraries for a broader project
 - v. Can be a new component of an existing program
 - vi. Must fit into the library's Plan of Service
 - vii. Money can be used to try new programming – shared authors, etc
 - viii. Money can be used to purchase technology tools or services that may enhance current library services.
- 5) Digital Content
 - a. Challenge grant can be used to try a new digital forma
 - b. SALS will continue to support Ancestry and heritage database
 - c. SALS will continue to write grants and put some funds into the eContent
- 6) SALS is an institutional member of NY Council of Non Profits – as such, SALS will purchase memberships for all member libraries so that they can take advantage of webinars, workshops, and advice given by experts in the community.
- 7) A new Outreach Coordinator will be hired – the successful candidate will have experience and interest in adult literacy and ELL; SALS may work with Literacy NY to get a program started.
- 8) SALS will be hiring a new part time staff person with skill sets in adult learning and technology training. The successful candidate will work with member libraries keeping them informed of new technologies, provide training for the staff and maintain the SALS website, among other things