



**OFFICERS:**  
President: Tara Ricard  
Vice-President: Antonio Booth  
Treasurer: Fred Wobrock  
Secretary: Sarah Goff

**Board of Trustees  
October 11, 2017**

**PRESENT:** Antonio Booth; Matthew Finn; Evelyn Greenstein; Sarah Goff; Herb Hennings; Janet Ivory; Susan Keitel; Michael Poost; Tara Ricard; Lisa Scoons; Fred Wobrock, Jr.  
**Excused:** Jill Dugas Hughes; Yvette Terplak  
**UHLS Staff:** Tim Burke, Jona Favreau

4:37 PM – Meeting called to order by T. Ricard, President.

**I. MINUTES**

**MOTION:** T. Ricard moved to accept the September 13, 2017 Minutes. A. Booth seconded. Unanimous.

**II. DIRECTOR'S REPORT (full report attached to the original Minutes)**

T. Burke highlighted the following in his written report:

- **New staff member:** UHLS has welcomed J. Favreau as our new Manager, Administration and Finance. J. Favreau holds an MBA from The Sage Colleges and comes to us with a variety of finance, HR, and administrative experience gained in several different positions in higher education, retail business management and most recently in food manufacturing.
- **UHLS Board Vacancy:** We are still seeking a representative from the small libraries in Rensselaer County for a full 5 yr. term. Feel free to email T. Burke any candidates you feel may be interested; he's more than happy to reach out.
- **2017 NYLA Conference & Presidency:** The NYLA annual conference is in Saratoga Springs 11/8-11/11. T. Burke will be installed as NYLA President during the annual conference. While he expects to be active fulfilling the duties of NYLA President, he does not anticipate that these responsibilities will distract or prevent him from doing his "real job" as UHLS Executive Director.
- **CORE Trustee Training 2018:** The dates for the 2018 quarterly CORE Trustee Training sessions have been scheduled. T. Burke is always happy to present the program at individual libraries as a refresher; contact him to arrange a session at your library.
- **Adult Program Swap (Adult and Outreach Services):** UHLS hosted the first tri-system Adult Program Swap to exchange valuable programming information (program ideas, materials, marketing, challenges, successes, etc.). The next swap will be in January.

**III. TREASURER'S REPORT**

Report by F. Wobrock, Jr., Treasurer. He noted that the Finance Committee reviewed the September report which had been sent to the Trustees prior to this meeting. He pointed out that both the check and operations accounts look "off" or reversed from this time last year; this is because we have a number of CDARS accounts that need to be renewed. J. Favreau will

complete this task by the end of the month. The Finance Committee reviewed and recommended their acceptance by the Board.

MOTION: T. Ricard moved to accept the September Treasurer's Report. A. Booth seconded. Unanimous.

#### IV. COMMITTEE REPORTS

##### Finance Committee

Report by F. Wobrock, Jr., Chair. The Committee reviewed the September Purchase Journal which had been sent out to the Board members prior to the meeting. He pointed out that the September Purchase Journal was substantially longer than usual due to the final 10% of the LLSA Grant being issued to all member libraries and the Bullet Aid going out to multiple libraries. He noted that the Finance Committee recommended acceptance of the Purchase Journals.

MOTION: M. Poost moved to accept the September Purchase Journal and Payroll totaling \$220,596.65. H. Hennings seconded. Unanimous.

There will be a December Board meeting, to receive a presentation from UHY regarding the annual financial review for fiscal year 2016. He also presented the UHLS Proposed 2018 Budget to the Board for review and consideration. The Board will be asked to vote on this budget at the November Board meeting.

Administration Committee: no meeting

##### Services Committee

Report by J. Ivory (Committee does not yet have a Chair). Committee members reviewed the Proposed 2018 Central Library budget. It was noted that the budget is the same as last year with the same component pieces and is based on flat funding from NYS. The Albany Public Library Board of Trustees reviewed and moved to approve the budget on 10/10/17.

MOTION: T. Ricard moved to accept the Proposed 2018 Central Library Budget. A. Booth seconded. Unanimous.

J. Ivory shared that the Committee members will continue to review the UHLS Annual Award criteria. We have until March 2018 to finalize revisions.

T. Burke brought the two member library emails he was sent regarding the construction grant awards to the attention of the Board along with his reply to each. A member libraries have concerns over the process and/or formula that was used to determine award winners, as the final recommendation seems different than the past. It was pointed out that in the past, there was often enough money to award to each applying member library. This year, more money was applied for than was available to award. The committee members followed previously established criteria to review applications and develop a recommendation. The Board discussed possible ways to address these issues for future grant cycles. T. Burke said that he would consider this issue and report to the Board.

#### V. TRUSTEE REPORTS

Board agreed to forego Trustee reports, as it was already after 6PM.

MOTION: M. Poost moved to adjourn. L. Scoons seconded. Unanimous.  
Meeting adjourned at 6:07 PM.

10/25/17 J. Favreau