



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

**Board of Trustees
December 13, 2017**

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

4:36 PM – Meeting called to order by A. Booth, Vice-President.

I. MINUTES

MOTION: Y. Terplak moved to accept the November 8, 2017 Minutes. J. Ivory seconded. Unanimous.

II. FY 2016 FINANCIAL REVIEW PRESENTATION – Mike Zovistoski, Partner, UHY LLP

T. Burke introduced Joe Sherry, our Financial Specialist at UHLS. He’s been with us since 1999 and was an integral part of this process, completing a lot of work make this switch from accrual to cash basis happen.

M. Zovistoski shared that this was a financial review not an audit, and that it looks a little different from previous years because UHLS is now on a cash basis, which makes it easier for all reporting (including the annual state report). Cash basis accounting books or accounts for revenue only when the money is received and for expenses only when the money is paid out. On the other hand, the accrual method accounts for revenue when it is earned and expenses when they are incurred but no cash has been paid. The main difference lies in the timing of when revenue and expenses are recognized.

Conclusion of the financial review: UHY LLP is not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with the cash basis of accounting.

T. Burke asked how UHLS is doing, wrapped up in one sentence – M. Zovistoski reported that UHLS is doing well; pretty consistent with expenses and funding from the state. Y. Terplak asked when UHLS will have an audit done? T. Burke noted that we haven’t had an audit for a number of years because it’s a significant cost and is not required by the state. M. Zovistoski confirmed that is more cost effective to remain consistent each year, rather than switching back and forth between an audit and review.

MOTION: J. Dugas Hughes moved to accept the FY 2016 Financial Review. E. Greenstein accepted. Unanimous.

III. DIRECTOR'S REPORT (full report attached)

T. Burke highlighted the following in his written report:

- 2018 Library Advocacy Day: Please put this date on your calendar for next year: **Wednesday, February 28**. UHLS and CDLC will once again jointly host an Advocacy Day Prep Program here at UHLS at 10:30am on Thursday, February 15. We are heading into what is shaping up to be a very challenging year, we should all be prepared for a possible funding cut. Y. Terplak reminded us that we should be out there every day of the week, advocating on social media – everyone agreed. New Assembly Library Committee Chair Didi Barrett called a public hearing but it was cancelled this week due to the weather, T. Burke will participate when rescheduled to talk about the importance of library systems.
- 2018 UHLAN Extension Agreement Update: We haven't received any questions up to this point; they've started to trickle back into our office, thank you! Upon board approval, please send the signed form back to UHLS if you haven't already, so that T. Ricard can sign and return them for your records.
- Opioid Overdose Prevention Information – At the next DA meeting (Friday, January 5), EGRN library will host an hour long training session to give the directors a firsthand experience with the training program and a chance to address their questions to the trainer. UHLS will continue to explore ways we can help our member libraries deal with this very real problem affecting all of our communities.
- Large Meeting Room Technology Upgrade – During the first week of January, the large meeting room will be receiving an upgrade utilizing the 2016 NYS Construction Grant that was awarded. The screen and projector will be replaced, we'll be adding ceiling mounted speakers and microphones, as well as a new lectern with a microphone. This will open up the opportunity for more distance learning / virtual meetings.
- Go-To-Meeting at UHLS: This new subscription will allow up to 50 participants join a meeting remotely. UHLS will be able to share this tool with the member libraries for their own use as well – we will keep you updated on the roll out of this new product.
- UHLS Annual Celebration: The official date is **Tuesday, June 19, 2018**. We'll be returning to the Rensselaer County side of the river at the Hilton Garden Inn in Troy – please save the date!
- 2018 Board Meeting Calendar (proposed): In an effort to create a more predictable schedule for UHLS Trustees, T. Burke is proposing an annual Board meeting calendar that features a schedule for all of our committee meetings. Y. Terplak voiced appreciation for this schedule. A. Booth questioned if we normally take August off? T. Burke said yes but this schedule should give the committee more time for construction grant back and forth, should that process change in 2018.

MOTION:

Y. Terplak moved to accept the proposed 2018 Board Meeting Calendar. L. Scoons seconded. Unanimous.

IV. COMMITTEE REPORTS

Finance Committee

F. Wobrock, Jr. noted that the Finance Committee reviewed the November 2017 report that had been sent to the Trustees prior to this meeting. We are in good shape moving into the new year, expenses included three payrolls this month and December will include a 109k payment for retirement. A CDARS account was renewed as well.

The Committee also reviewed the November Purchase Journal which had been sent out to the Board members prior to the meeting. F. Wobrock noted that all checks that we cut were standard housekeeping items.

MOTION: A. Booth moved to accept the November Treasurer's Report and the November Purchase Journal and Payroll totaling \$139,235.46.
J. Ivory seconded. Unanimous.

Administration Committee: no meeting

Services Committee: no meeting

V. NEW BUSINESS

VI. TRUSTEE REPORTS

Y. Terplak (ALTM): ALTM participated in the Victorian Stroll, which brought in a lot of foot traffic. Annual gala is coming up – they've seen a 20% increase in donation – a great problem to have! It's their major fundraiser and is held in the village; will be honoring longtime library trustee Sally Dague and the village historian.

L. Scoons (BETH): After much consideration, the Board voted to transition the public TV station space into a maker space for community members to use. Everyone is welcome to use the equipment, the library is looking forward to partnering with the school district.

H. Hennings (GUIL): GUILD sponsors a bus trip to NYC – this year it was so popular, three buses were needed! Had to move the parking to the middle school; thankful for their generosity.

A. Booth (RCSC): RCSC is going through the bidding process to expand the children's space, looking to expand the office space as well with a kitchen. Currently working on plans for MLK Jr. Day as a day of service.

J. Ivory (STEP): She found Santa! The witch didn't make an appearance for Halloween, but Santa was found up in the attic for Christmas!

Next meeting is Wednesday, January 10th – Happy New Year!

MOTION: F. Wobrock moved to adjourn. H. Hennings seconded.
Unanimous.
Meeting adjourned at 5:46 PM.

01/03/18 J. Favreau