



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

**Board of Trustees
January 10, 2018**

PRESENT: Antonio Booth; Jill Dugas Hughes; Matthew Finn; Sarah Goff; Evelyn Greenstein; Herb Hennings; Janet Ivory; Susan Keitel; Michael Poost; Tara Ricard; Yvette Terplak; Fred Wobrock, Jr.

Excused: Lisa Scoons

UHLS Staff: Tim Burke, Jona Favreau

4:36 PM – Meeting called to order by Tara Ricard, President.

I. MINUTES

MOTION: S. Keitel moved to accept the December Minutes. E. Greenstein seconded. Unanimous.

II. DIRECTOR'S REPORT (full report attached)

T. Burke highlighted the following in his written report:

- **Advocacy (State of the State address):** We are hours away from the Governor's State of the State address, which signals the traditional start to our state level advocacy work.
- **Advocacy (Assembly Hearing on Library Funding):** This morning on behalf of all 73 library systems across the state, T. Burke testified from the statewide perspective that library systems connect every New Yorker to a powerful information infrastructure that makes a difference in their lives.
- **Advocacy Day:** Mark your calendars for Wednesday, February 28. The Advocacy Day Prep Program at UHLS partnering with CDLC is on Thursday, February 15. 2018 UHLAN Extension Agreement Update: We are down to only 2.5 libraries that have not yet sent T. Burke an approved UHLAN Extension agreement. T. Ricard will be signing them tonight and we'll return a copy to the member libraries.
- **Capital Region Spelling Bee:** T. Burke is once again involved in the planning and organization of the Capital Region Spelling Bee and will also serve as the chief judge. The commitment is only his time and is a positive public relations opportunity for UHLS.
- **UHLS Annual Celebration:** Just one more reminder on this.... Our Annual Celebration will be held at the Hilton Garden Inn in Troy on Tuesday, June 19.
- **CORE Trustee Training:** We have 9 participants signed up for next week! And as a reminder, we're always happy to present the CORE program at individual libraries as a refresher – contact T. Burke to arrange a session at your library.

III. COMMITTEE REPORTS

Finance Committee

F. Wobrock, Jr. noted that the Finance Committee reviewed the December 2017 Treasurer's report that had been sent to the Trustees prior to this meeting. Starting in January, we will be

drawing funds from the operating checking account until we receive funding from the state later this year.

The Committee also reviewed the December Purchase Journal which had also been sent out to the Board members prior to the meeting. F. Wobrock noted that UHLS made a payment to the NYS retirement system and paid for our business insurance, workers compensation, and the financial review with UHY. The Finance Committee recommends the approval of the December Treasurer's Report and the Purchase Journal and Payroll totaling \$239,301.92.

MOTION: The Finance Committee moved to adopt the December Treasurer's Report and Purchase Journal. Terplak seconded. Unanimous.

Administration Committee:

A. Booth shared that the Administration Committee reviewed the job descriptions for two UHLS employees. For the System Support Associate, currently held by Anne Pitlyk, the suggestion was to add the responsibility as coordinator for the UHLS delivery system. For the second job description, there is a suggested title change to Manager, Administration and Finance, which is currently held by J. Favreau. The job description changed significantly, adding tasks that were previously completed by H. Fuge and puts this position more in line with the other managers on staff. After review, the Administration Committee recommends the adoption of these two revised job descriptions.

MOTION: The Administration Committee moved to adopt the two revised job descriptions. T. Ricard seconded. Unanimous.

The Committee also reviewed the draft Paid Family Leave section to be added to the current UHLS employee manual. Language was added to comply with NYS and mirrors the current manuals format. The Committee suggested that UHLS include a small introduction about PFL, how it's funded, what it is and the deduction that is required of each paycheck. S. Keitel asked what the difference was between FMLA vs. PFL and J. Favreau explained. The two overlap each other however under PFL, an employee cannot take leave based on a personal health issue. After review, the Administration Committee recommends the adoption of the PFL addition to the UHLS employee manual with the addition of the introductory language.

MOTION: The Administration Committee moved to adopt the PFL addition for the UHLS employee manual. J. Ivory seconded. Unanimous.

Services Committee: no meeting

IV. OLD BUSINESS

T. Burke reported that media updates are ongoing in the large conference room. Y. Terplak asked if other tenants in the building will be able to rent out the space. T. Burke shared that CDLC already has this space negotiated into their rent and we'd be open to renting to the other tenants, but we've never been approached with this question in the past. S. Keitel asked if it was possible to have a quorum with a virtual meeting. According to open meetings law yes, but remote participation must include both audio and video access.

V. NEW BUSINESS

VI. TRUSTEE REPORTS

- A. Booth (RCSC): RCSC is coordinating a day of service to honor MLK, Jr.: A. Booth's wife is baking a birthday cake for MLK and there will be a short presentation and reading.
- H. Hennings (GUIL): Tonight at 6:30PM, GUILD will have a showing of the original 1931 Frankenstein – if you like horror films, stop in! They now have three copies of Fire and Fury on hand for patrons. Tax prep help for patrons will also be available – sign up and come in.
- Y. Terplak (ALTM): The Spinning Room is having a 50% off sale this Saturday! Often orders books for the shop after checking them out at the ALTM library. The annual gala is also approaching and she is going to have a wine pull in the card catalog found at the NYS Library a number of years ago – a great fundraiser!
- F. Wobrock, Jr. (BRUN): BRUN was able to raise \$20,000 by tripling their prospect list for their annual appeal. They worked very hard merging lists and it paid off – more than 5k letters sent. All you have to do is ASK.
- S. Keitel (WSTR): Community room is coming together! More than half done, very exciting, the space has been rearranged. T. Burke said it is a beautiful transformation after visiting earlier in the week, there's now a fireplace and easy chair!

Next meeting is Wednesday, February 14.

MOTION: S. Keitel moved to adjourn. A. Booth seconded. Unanimous.
Meeting adjourned at 5:29 PM.

02/07/18 J. Favreau