



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

**Board of Trustees
March 14, 2018**

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

4:35 PM – Meeting called to order by T. Ricard, President.

I. MINUTES

MOTION: Y. Terplak moved to accept the February Minutes. M. Poost seconded. Unanimous.

II. DIRECTOR'S REPORT (full report attached)

T. Burke highlighted the following in his written report:

- **Library Advocacy Day 2018:** It was another successful Library Advocacy Day for UHLS! We continued our tradition of bringing a large and enthusiastic group, with approximately 40 UHLS advocates including trustees, directors, staff and friends. A highlight from the day was seeing the Albany High School Book Club come for the whole morning as a fieldtrip, a dozen of them with signs and t-shirts. Deanna DiCarlo created the UHLS Advocacy Infographic as a "leave behind" in this year's packet for legislative meetings.
- **NYS Annual Report for Member Libraries:** Because of the anticipated learning curve for J. Favreau, UHLS requested a one week extension of the March 1 deadline for submission of all of the NYS reports, which DLD approved. All reports were submitted by the Friday 3/9 extension. Tonight we will be asking the Board to consider the report for acceptance. J. Favreau learned a lot throughout the last month and T. Burke is confident that next year the process will be "smooth sailing" for UHLS and the member libraries.
- **NYS Annual Report for UHLS:** As previously mentioned, the report has been submitted and is on the agenda for tonight's meeting for acceptance by the Board.
- **Library Expedition:** To encourage patrons to visit each of our member libraries (36 locations), UHLS is planning a new program called the Library Expedition. Mary Fellows has taken the lead in planning this program and has incorporated it into her family literacy grant to provide funding for the program, making it budget neutral for the libraries. The Expedition is being planned as a fall project, from September through November 2018.
- **UHLS Plan of Service Survey:** As part of the UHLS plan of service, T. Burke will be sending member library directors a satisfaction survey within the next few weeks. This survey will focus on 2017, the first year of our current plan which runs 2017-2022. The results of the survey will be included in a full Plan of Service report that T. Burke will prepare for the UHLS Board and the Director's Association.

- PLA Conference: Deanna DiCarlo, Mary Fellows and T. Burke will be joining a number of our member library colleagues and thousands of other librarians and library professionals from across the country in Philadelphia for the 2018 Public Library Association (PLA) Conference. The UHLS staff have scheduled a personal meeting with the leadership team from several of our key vendors including OverDrive, III and Demco.
- Member Library Support: Since the last Board meeting, T. Burke has worked with a number of member libraries consulting them on specific projects/issues, providing advice and support on local issues to trustees, directors and/or staff, presented the CORE long-range planning module and the quarterly CORE Trustee Training with Mary Fellows.

III. COMMITTEE REPORTS

Finance Committee

F. Wobrock, Jr. noted that the Finance Committee reviewed the February 2018 Treasurer's report that had been sent to the Trustees prior to this meeting. With funds in the operating account decreasing, UHLS will start transferring funds from the money market account next month to cover expenses.

The Committee also reviewed the February 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 cover the annual Sierra software maintenance fees, the first check containing ERO funds was mailed to APLM, and \$29k+ paid for the media room upgrade – half of that being funded by a Construction Grant. The Finance Committee recommends the approval of the February Treasurer's Report and the Purchase Journal and Payroll totaling \$241,158.88.

MOTION: The Finance Committee moved to adopt the February Treasurer's Report and Purchase Journal. T. Ricard seconded. Unanimous.

Administration Committee: Joint meeting with the Services Committee -

Services Committee: A. Booth, Chair, reported that the two Committees met together and based on discussions from last year, have the following suggested changes:

- The award name for UHLS Youth Program of the Year should be changed to UHLS Youth and Family Program of the Year
- The criteria for all awards should reinforce the importance of the nomination letter
- The criteria for all awards should set specific limits on the number of supporting documents to be included for nomination
- The new deadline for submission is Wednesday, April 25, 2018.

IV. OLD BUSINESS

V. NEW BUSINESS

T. Burke reported that the UHLS NYS Annual Report has been submitted to DLD and is on the UHLS website for review. Other than the couple of small trustee information corrections we've already received, T. Burke asked if there were any other questions or comments - none.

MOTION: T. Ricard moved to accept the 2017 UHLS NYS Annual Report. S. Keitel seconded. Unanimous.

VI. TRUSTEE REPORTS

A. Booth (RCSC): Renovations have begun! Over the next five weeks, construction will begin to create more storage, a kitchen, and a new staff office. The

current office space will be turned into a quiet space. Once completed, staff will begin working on the “itty bitty library” children’s area.

S. Keitel (WSTR): Mark your calendars! The opening for the new community room will be on Friday, May 18 and everyone is invited. S. Keitel acknowledged Ed Languish, a volunteer that helped coordinate the entire project who has recently retired from the construction industry.

H. Hennings (GUIL): The GUIL board meeting is tomorrow and they are inviting citizen involvement for their upcoming renovations. An architect, Paul Mays, will be attending and so far 50+ people have shown interest in this project.

L. Scoons (BETH): The HVAC project is slated to begin next week!

Y. Terplak (ALTM): The Altamont community lost the village historian. Her family is asking donations to be made to the library programs. This was unexpected but they are happy they had the chance to honor her at this year’s gala.

J. Dugas Hughes (EGRN):
EGRN has begun planning their farmers’ market, June – October. Seeking farmers, crafters and vendors: only \$75 for the season. EGRN is excited because the YMCA is going to take on a more active role this year.

Next meeting is Wednesday, April 11.

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

04/04/18 J. Favreau