



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

Board of Trustees July 11, 2018

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

EXCUSED: Janet Ivory

UHLS Staff: Tim Burke, Jona Favreau

4:34 PM – Meeting called to order by T. Ricard, President.

I. OATH OF OFFICE

T. Ricard administered the Oath of Office to Antonio Booth (beginning his second five year term), Evelyn Greenstein (beginning her first full five year term), and Fred Wobrock, Jr. (beginning his first full five year term).

II. MINUTES

MOTION: Y. Terplak moved to approve the April 2018 Minutes. S. Goff seconded. Unanimous.

E. Greenstein moved to approve the May 2018 Minutes. A. Booth seconded. Unanimous.

M. Poost moved to approve the June 2018 Minutes. Y. Terplak seconded. Unanimous.

III. DIRECTOR'S REPORT (full report attached)

T. Burke highlighted the following in his written report:

- Plan of Service Satisfaction Survey: The full report on the survey results is included with this ED report. The overall satisfaction score from the survey calculates out to 95.91%! You'll notice a couple of unhappy responses and we're going to continue work to provide necessary services to all of our member libraries. The report will be shared with the Directors Association and go up on the website by the end of the week. H. Hennings' response was that there will always be people who will be unhappy. A. Booth added that there were only but a few unhappy comments or dissatisfaction sensed, he's proud of what the UHLS accomplishes!
- 2018 Construction Grant Portal Now Open: The initial deadline for submission of the application to UHLS using the online portal is August 1st. The final deadline is

September 1st and the system deadline for UHLS to submit all applications to DLD is Oct 3rd. The Services Committee will likely have one or more meetings in advance of the UHLS Board meeting on September 12, where they will be making an award distribution recommendation to the UHLS Board.

- Annual Celebration: Our 57th Annual Celebration was another great success! We'd like to hear your feedback, as we are already looking ahead to the 2019 celebrations. Y. Terplak appreciated the mixed seating done geographically. S. Keitel expressed that she would like to see it mixed up even more, to get to meet even more trustees and employees. E. Greenstein appreciated the assigned seats, because there was no rush when the doors opened for dinner. Other suggestions from the group: tables of 8 are better than 10 for conversation, maybe we can have photos taken after the presentation of awards in a corner (not on stage), there should be an annual report at every seat, it was cool to reveal the 36er expedition at the event - it would be nice to reveal something every year.
- Advocacy: New NYS Assembly Members: We now have two new NYS Assembly Members representing portions of the UHLS service area. T. Burke has sent them both a welcome/introductory letter on behalf of UHLS and plans to follow up with an in person meeting sometime later this summer or early fall.
- American Library Association Conference: T. Burke had the opportunity to attend the 2018 ALA annual conference, which not only included an inspiring opening address by Michelle Obama and programming, but also an advance screening of a soon to be released feature film, "The Public." This movie is not to be missed by anyone connected with public libraries.

III. COMMITTEE REPORTS

Finance Committee

F. Wobrock, Jr. noted that the Finance Committee reviewed the May and June Treasurer's Reports that had been sent to the Trustees prior to this meeting. F. Wobrock Jr. noted that in May a CDARS account wasn't renewed to be used to for operational costs – you'll see that reflected under the checking accounts on the Treasurer's Report. For June, F. Wobrock Jr. noted that we're in the red but in better shape than we were this time last year (by \$100k).

The Finance Committee members reviewed the May and June Purchase Journals which had been sent out to all trustees in advance of the meeting. F. Wobrock Jr. highlighted the following expenses: that UHLS participated in the CDPHP Workforce Challenge for the first time this year; we made a second installment to Albany for eContent; \$500 check for garbage clean-up because we received a summons from the City of Albany (tires and trash found on the Watervliet Ave. Ext. side of property); NYLA Bulk memberships for the member libraries (reimbursable); Online Guide to Homelessness was paid in May through Outreach funds – Deanna took the lead and UHLS will provide access to it for all member libraries. May was also a three payroll month.

In June, F. Wobrock Jr. noted there were costs associated with the annual celebration, including the cost of the annual awards that were presented at the meeting and the total cost for use at the Hilton. Other expenses included 4 Dell computers for ALTM (reimbursable) and a gift certificate for a UHLS staff member who got married (staff paid this expense in full).

MOTION: The Finance Committee moved to adopt the May & June Treasurer's Report and Purchase Journals. A. Booth seconded. Unanimous.

IV. OLD BUSINESS

V. NEW BUSINESS

T. Burke shared that we've had a vacancy on the UHLS Board representing small libraries for more than a year. He's happy to report that VAFL has recommended a candidate for this seat. Dr. Jacqueline Marino is very interested in serving as a UHLS trustee. Her interest was not identified in time to get her on the Trustee ballot at the celebration, but the by-laws allow for the UHLS Board to appoint a candidate into a vacant seat (which will be confirmed by a vote at the 2019 annual celebration). J. Marino's resume has been included in the Board packet for review.

MOTION: T. Ricard moved to appoint Dr. Jacqueline Marino to the UHLS Board of Trustees for a 5 year term ending June 30, 2023 representing small libraries in Rensselaer County. M. Finn seconded. Unanimous.

T. Ricard asked the group if they would like to keep the August meeting scheduled. T. Burke shared that the Services Committee may need to meet and will get that on the calendar ASAP. Consensus that an August meeting is not necessary this year and so the next Board meeting will be September 12th.

A conversation was had over the possibility of moving the Board meetings to 5PM. A number of trustees shared that the current time (4:30PM) works best, as they have commitments following this meeting on Wednesdays. T. Burke offered to put out a survey monkey to collect further information if needed.

VI. TRUSTEE REPORTS

- A. Booth (RCSC): Construction has finished on the office space for employees and it looks great! Now their focus is shifting to the Itty Bitty Library and they're realizing that this project has been 2 years since in the making.
- H. Hennings (GUIL): The Friends of the Library are hosting their masquerade on Sept 29th at the Albany Country Club. \$75 per ticket if you're interested.
- Y. Terplak (ALTM): The summer concerts in the park kicked off last night – a lot of fun! She passed out a schedule to each Board member. She shared that they also put together a summer book club and ALTM will stay open on Sundays, showing a matinee.
- J. Dugas Hughes (EGRN): Reported from the Directors Association (DA) that there have been lots of discussions regarding activating the eCommerce feature in Sierra and that has led to some discussions about how decisions/recommendations are made at the DA level and if/how do they impact all libraries. The DA is still talking about this, but these questions may become more significant as the member libraries continue to consider ideas related to standardization of some policies and practices.
- E. Greenstein (TROY): The Troy Board Administration Committee is meeting this month to discuss evaluating the Director, does anyone have any recommendations for instruments used, criteria and/or evaluations?

T. Burke mentioned that NYLA has an executive director evaluation that he can share. S. Keitel suggested evaluating the Board at the same time.

MOTION: M. Poost moved to adjourn. J. Dugas Hughes seconded.
Unanimous.

Meeting adjourned at 5:44 PM.

08/14/18 J. Favreau