



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

**Board of Trustees  
September 12, 2018**

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

UHLS Staff: Tim Burke; Deanna DiCarlo; Jona Favreau; Joe Sherry

Guest: Mike Zovistosky, UHY LLP

4:33 PM – Meeting called to order by T. Ricard, President.

**I. FY 2017 FINANCIAL REVIEW REPORT – Mike Zovistoski, Partner, UHY LLP**

M. Zovistoski shared that this was a financial review and not an audit but it should look familiar as this format is similar to last year’s report after making the conversion from accrual to cash accounting. This was the first full year on a cash basis for UHLS, which made the process much smoother.

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; while he wishes we received more funding from the state, we’re pretty consistent with expenses and funding from the state. UHLS has financial security because we have money in our restricted accounts growing and planning for the future and it is also a plus that we own our building versus paying rent.

**MOTION:** The Finance Committee moved to accept the FY 2017 Financial Review. A. Booth seconded. Unanimous.

**II. OATH OF OFFICE**

T. Ricard administered the Oath of Office to Jackie Marino (beginning a full five year term).

**III. MINUTES**

**MOTION:** Y. Terplak moved to approve the July 2018 Minutes. M. Poost seconded. Unanimous.

**IV. DIRECTOR’S REPORT (full report attached)**

T. Burke highlighted the following in his written report:

- Handbook for Library Trustees: A new edition of the Library Trustee Handbook has been released. UHLS has received our supply of the new handbooks and will be sending them

out to each library through the courier sometime next week. There are a number of updates throughout the manual including new information suggesting that library directors should take an oath of office along with the trustees as “officers of the corporation.” T. Burke is reviewing the handbook as well, so if anyone at your library have questions or concerns, please contact him directly.

- UHLS Expedition: The Expedition has officially begun! Your libraries should have all the information and materials you need to be a part of this unique and exciting project, but please contact Mary if you have questions or need anything else. Be on the lookout for Team UHLS who will be visiting all your libraries in the coming months and remember the friendly competition we’ve created specifically for library staff and trustees... free annual celebration tickets! Assembly and legislative members have also been invited to participate.
- Schaghticoke Fair Library Booth: Mary Fellows, Joe Thornton and T. Burke had a great time sharing a shift staffing the library booth at the Schaghticoke Fair last week. Always surprising to see how many people come from outside the Albany and Rensselaer Counties – a wonderful opportunity to extend the reach of our libraries beyond our traditional customer base. The team would be willing to take a similar shift at the Altamont Fair next year! Geoff Kirkpatrick from BETH would love to offer free wi-fi at the Altamont Fair by teaming up with Verizon and installing hotspots.
- 2018 NYLA Annual Conference: This year NYLA will be held in Rochester from November 7 – 10. All of the information you need is already available on the NYLA website. He’s hoping to see lots of UHLS folks at “his conference”!
- eCommerce Feature: At the DA meeting last week, there was a 19-1 vote in favor of turning on the eCommerce feature in Sierra. This new feature will allow patrons to pay their fines online via PayPal. October 1<sup>st</sup> is the go-live date and individual libraries have the option of excluding their patrons from accessing this feature. As the result of the discussion of this feature, the DA is now looking to evaluate their decision making process and current bylaws.

## V. COMMITTEE REPORTS

### Finance Committee

F. Wobrock, Jr. noted that the Finance Committee reviewed the July and August Treasurer’s Reports that had been sent to the Trustees prior to this meeting. F. Wobrock Jr. noted that as of July, the UHLS books are officially “in the black,” as we’ve received funding from New York State. It was a normal two pay period month for the staff. F. Wobrock Jr. noted that August was also a two pay period month. Cash accounts are replenished with state funds and our income balance is slightly higher than it was this time last year.

The Finance Committee members reviewed the July and August Purchase Journals which had been sent out to all trustees in advance of the meeting. F. Wobrock Jr. noted that in July, LLSA funds were received from the State and were distributed to each of the member libraries. F. Wobrock Jr. highlighted the following expenses in August: Central Book Aid was received and was distributed to APL, funds were used from the building budget to repair a small leak in our roof following a heavy rain and repair the front door sensor following a thunderstorm. Deanna DiCarlo joined forces with MVLS and SALS to purchase books for local detainees.

**MOTION:** The Finance Committee moved to adopt the July & August Treasurer's Report and Purchase Journals. M. Poost seconded. Unanimous.

Services Committee

S. Goff reported that the Services Committee met twice over the last month to review the construction grant applications. After much discussion, the Services Committee has the following recommendation:

**Part 1 – Projects with a total project cost less than \$50,000 funded at 100% of the requested amount:**

Brunswick	\$8,863	Emergency Door/Building Insulation
Castleton	\$21,481	Interior Construction Project
Cheney (HOOF)	\$44,060	Multipurpose Room Construction
Grafton	\$41,467	Main Floor Redesign Project
Nassau	\$8,786	Entrance Rehabilitation Project
Rensselaerville	\$9,693	Electrical/Safety Improvements
Watervliet	\$19,012	Outdoor Digital Sign
Westerlo	\$27,480	Parking Lot Expansion/Improvement

**Part 2 – Projects with a total project cost greater than \$50,000 (excluding BETH) Funded at 80% of the requested amount:**

Albany	\$67,630	Howe Branch Roof
Cohoes	\$88,755	Window Restoration/AC Replacement
Colonie	\$165,414	Interior Construction Project
East Greenbush	\$47,414	Energy Efficiency Project
Guilderland	\$86,847	Energy Efficiency/Water Service Project
RCS	\$71,206	Energy Efficiency/Safety Project
Troy	\$192,300	North Wall Rehabilitation
Voorheesville	\$143,826	Property Acquisition/Safety Improvements

**Part 3 - Fund Bethlehem at 11% of the requested amount:**

Bethlehem	\$35,153	Fire Alarm/Security System
-----------	----------	----------------------------

**MOTION:** The Services Committee moved to award the construction grants to the applying member libraries as outlined above. T. Ricard seconded. No opposing. Unanimous.

A. Booth asked if the Services Committee was happy with this decision. S. Goff shared that the Committee members listened to the feedback of the Directors and heard that they were looking for a more equitable distribution. This year's decision includes every apply member library and the Committee is confident the member libraries will be satisfied. The new guidelines, including the updated timeline, gave the Committee a chance to do more research and outreach on the scope of their projects.

T. Burke stated that he will reach out to each applying member library tomorrow. If a library cannot fund their project based on the numbers above, the money will need to be reallocated quickly.

## VI. OLD BUSINESS

## VII. NEW BUSINESS

T. Burke reported that J. Favreau has been looking at the 457b Employee Deferred Compensation plan as an additional benefit for UHLS employees. There is no cost associated with this benefit for the organization and is strictly employee contributions. Many of our member libraries are already offering this great benefit.

**MOTION:** The Finance Committee moved to have UHLS offer the 457b Employee Deferred Compensation plan. Y. Terplak seconded. Unanimous.

T. Ricard would like to ask J. Marino to join the Services Committee. J. Marino accepted – welcome Jackie!

T. Burke reported further on the interaction UHLS had earlier in the week with BETH and a search warrant from the Bethlehem police, as shared in a previous email to all Board trustees. Y. Terplak noted it was like a digital line up. T. Burke reassured the group that the only documentation the officer took was for the suspect and the victim; no other data left the building. S. Keitel asked how long we typically kept that type of data – normally 30 days but oftentimes longer because we like to know who the last person was to use an item. J. Dugas Hughes shared that the libraries do not have access to patron circulation histories.

## VIII. TRUSTEE REPORTS

- H. Hennings (GUIL): The Friends of the Library are hosting their gala at the end of the month, tickets are still available if you'd like to come! The library will also be hosting a Harry Potter trivia event in celebration of 20 years!
- Y. Terplak (ALTM): Ron Ginsburg sent her an excellent NYT article about the importance of libraries – T. Burke offered to share the article to the trustees on the email list.  
Tomorrow is primary day – get out and vote!
- J. Dugas Hughes (EGRN): The EGRN Community Library had their vote last Thursday – the budget passed!
- E. Greenstein (TROY): The Troy Public Library vote is happening on Tuesday, September 25. There will be two open forum sessions to give the community the opportunity to meet the candidates and discuss the budget. September 13<sup>th</sup> at the Lansingburgh branch and on September 17<sup>th</sup> at the main location.
- J. Ivory (STEP): Full program of events happening later this month at the NYS Writers Institute at the University at Albany.  
Happy to report they have far exceeded the number of signatures needed on the petition supporting the budget proposition (Chapter 414 for a municipal ballot). Tomorrow it will be on the ballot.
- M. Finn (APL): APL is reporting an increase in Summer Reading participants, about 800 last year and up to 1,400 this year! Hours are now expanding at a number of branches and there will be a pop up Pine

Hills library at the Madison Ave. street fair later this month on the 23<sup>rd</sup>. Check online for a program guide and further details.

**MOTION:** Y. Terplak moved to adjourn. L. Scoons seconded. Unanimous.

Meeting adjourned at 5:50 PM.

10/04/18 J. Favreau