



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

**Board of Trustees
October 10, 2018**

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

4:44 PM – Meeting called to order by A. Booth, Vice-President.

I. MINUTES

MOTION: E. Greenstein moved to approve the September 2018 Minutes. J. Dugas Hughes seconded. Unanimous.

II. DIRECTOR'S REPORT (full report attached)

T. Burke highlighted the following in his written report:

- eCommerce Feature in Sierra: The ability to pay library fines with a credit card (via PayPal) has now been available to the patrons of most of our member libraries as of October 1st. There were a number of discussions on this topic at the Directors Association, which brought communication about their decision making process. The member libraries using the feature have agreed to let the process run for a while (6 months to a year) to generate some hard data so we'll all be able to examine the impact of this feature on library fines, patterns, etc..
- Construction Grant Update: All of the member libraries have accepted their construction grant awards and all of the applications have been completed and submitted to DLD. M. Finn shared that APL will go forward with their project but the board members asked about an intent to apply process. T. Burke said the state guardrails the process because they set the deadlines in June and October, but that's why we moved the application date up to August. He added that UHLS tried the intent to apply process in the past and it didn't work because some libraries said they were going to apply but didn't and vice versa – it was a useless process that caused confusion. E. Greenstein stated that TROY was appreciative of the extra month allowing back and forth conversation. T. Burke shared that DLD announced there is no extra money coming back for redistribution, which was a surprise.
- International Visit for UHLS Libraries: The International Center for the Capital Region hosted a contingent of librarians from Mongolia who were traveling the U.S. to learn more about libraries and library service in this country. The group visited ALTM, VOOR and BETH, along with the NYS Library as part of their visit to this area. It's always fun

to share our libraries and our work with visitors, but the opportunity to share with professionals from “the other side of the world” was a real treat.

III. COMMITTEE REPORTS

Finance Committee

F. Wobrock, Jr. noted that the Finance Committee reviewed the September Treasurer’s Report that had been sent to the Trustees prior to this meeting. F. Wobrock Jr. noted that as of September, our balance is higher than it was this time last year. Income year to date is only up by \$20,000, which means our expenses are down. We’re in great shaping wrapping up the year.

The Finance Committee members reviewed the September Purchase Journal which had been sent out to all trustees in advance of the meeting. F. Wobrock Jr. noted that it was a fairly quiet month spending-wise, but UHLS did purchase 8 cases of the updated trustee handbooks (that have since been distributed), team polos to be worn on the expedition and the backflow preventer was also installed, wrapping up the boiler project.

MOTION: The Finance Committee moved to adopt the September Treasurer’s Report and Purchase Journal. S. Goff seconded. Unanimous.

Services Committee: No meeting.

Administration Committee: A. Booth reported that the Administration Committee reviewed a number of changes for the UHLS employee manual:

Bereavement

Committee members reviewed the current bereavement policy and the recommended change. All committee members agreed that the addition of “domestic partner” under the definition of immediate family members was necessary. This policy will now reflect the wording found in the Paid Family Leave Act policy.

457b NYS Deferred Compensation Plan

Committee members reviewed the current tax deferred annuities policy and the suggested changes. A. Booth noted the new title, retirement planning, as there is now more than one benefit made available to employees to help start saving for retirement. This section will now be updated to include the newly adopted 457(b) plan and update the point of contact information. All Committee members were in agreement with the recommended changes.

Cost of Living Adjustments

Committee members reviewed the current cost of living allowance (COLA) policy and the recommended change, which is to change the title to salary adjustments. J. Favreau had noted that UHLS does not currently base salary adjustments on cost of living research, instead, salary increases are given after a review of current organization finances and approval from the Board of Trustees. There is currently a policy in the staff manual regarding salary increases, so the Committee would like to review both salary policies at a future meeting to discuss possibly combining the two and redefining why and how salary increases happen. The Committee agreed to not adopt the recommended changes at this time.

Tier 6 Retirement

Committee members reviewed the current retirement policy and the recommended changes, which include adding Tier 6 verbiage and updating the point of contact information. Tier designation is based on date of hire, so any new hires that aren't already a member of the NYS Retirement system, will be hired at Tier 6. Under the current retirement policy, there's a short note stating when benefits are not accrued. One suggested change is to include the Paid Family Leave Act, as the policy adapted earlier in the year clearly outlines that benefits are not accrued while out on PFLA. All Committee members were in agreement with the three recommended changes to this policy.

MOTION: The Administration Committee moved to adopt the proposed changes for the UHLS employee manual. H. Hennings seconded. J. Dugas Hughes suggested adding information to include Tier 5 or take the tier talk out and add verbiage to "see Manager, Administration and Finance for further information." Unanimous.

An updated sexual harassment policy and required training will be discussed at the next Administration Committee meeting in January.

IV. OLD BUSINESS**V. NEW BUSINESS**

Trustees reviewed the proposed 2019 UHLS Budget that had been sent to them prior to this meeting. T. Burke noted that the process took a little longer than previous years because this was J. Favreau's first year developing the budget. The Board will have a month to review and comment on the proposed budget until the November 14 meeting, when it can be considered for adoption. J. Dugas Hughes asked if we could put add an additional column with either last year's numbers or current year to date numbers? Yes! J. Favreau will make the update and send out a revised copy to the Board.

VI. TRUSTEE REPORTS

- M. Finn (APL): Monthly newsletter has been distributed for your viewing pleasure.
- E. Greenstein (TROY): The Troy Public Library vote was successful! There were over 400+ community members who came out to vote and there were only 50 no's – happy with those numbers! Other good news: E. Greenstein was re-elected to the Troy Public Library Board of Trustees!
- F. Wobrock, Jr. (BRUN): Trunk or Treat will be returning this year, including the local fire department! Many community members are already looking forward to this program.
- S. Goff (COLN): Colonie is still a construction zone! Progress is being made on a daily basis.
- J. Favreau has distributed the 2019 UHLS Board schedule.

T. Burke has an updated standing committee assignment: the Services Committee needs to elect a chair.

MOTION: F. Wobrock, Jr. moved to adjourn. J. Dugas Hughes seconded.
Unanimous.

Meeting adjourned at 5:33 PM.

11/05/18 J. Favreau