



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

OFFICERS:

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

Board of Trustees January 9, 2019

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

UHLS Staff: Tim Burke; Jona Favreau

Guest: Scott Hughes joined the meeting during Trustee reports

4:43 PM – Meeting called to order by T. Ricard, President.

I. MINUTES

MOTION: S. Keitel moved to approve the November 2018 Minutes.
A. Booth seconded. Unanimous.

II. DIRECTOR'S REPORT (full report attached)

T. Burke highlighted the following in his written report:

- Advocacy: 2019 Library Advocacy Day: Please make sure you save the date: Wednesday, February 27.
- Advocacy: Advocacy Day Prep Program at UHLS: In order to prepare our advocates for this year's Library Advocacy Day, UHLS and CDLC will jointly host a Prep Program here at UHLS at 10:30AM on Tuesday, February 19.
- Ecommerce Fine Payments in Sierra: Soon you will start seeing quarterly payments on the UHLS financial reports, as the first quarter of collecting online fines paid via PayPal is completed. The only stipulation is that if a library's total owed is less than \$5.00, we will not issue a quarterly payment until the total exceeds the \$5 threshold. S. Goff asked if this was available to all patrons, because she tried using this service and was declined. T. Burke stated that there are two libraries that opted out of this service for their patrons, PTRB and COLN. Both libraries will receive checks if patrons of other member libraries checked out any of their items and paid online. The DA has discussed this feature in detail over the last couple of months. Y. Terplak shared that taking on credit card payments in their small library has been a big help, as many people would prefer to use a card over cash. Also, everything is accounted for per the program you choose to use.
- Capital Region Spelling Bee: As many of you will recall, T. Burke is involved in the planning and organization of the annual Capital Region Spelling Bee, which is scheduled for Wednesday, February 13 at Proctors Theater. He will make every effort to attend the next UHLS Board meeting, but wanted to make sure the Board was aware that he may not make it.

III. COMMITTEE REPORTS

Finance Committee

Committee members reviewed the November and December Treasurer's Reports. F. Wobrock Jr. noted that as of December, UHLS is ending the year in the black and in a better position than last year. A CDARS account was not renewed in December and put into the operating checking account to be used to cover cash flow over the next couple of months.

The Committee members reviewed the November and December Purchase Journals which had been sent out to all trustees in advance of the meeting. F. Wobrock Jr. noted that November was a very high expenses month. A large portion of that expense was the annual payment to NYS for Retirement (\$108k). Twenty-five thousand dollars was also received as Special Legislative (Bullet Aid) Grant money and disbursed directly to BETH in full. A number of reimbursable technology purchases were also made for member libraries in November. F. Wobrock Jr. noted an expense to cover 2019 Excelsior Membership dues, a software upgrade for the HVAC system and a staff lunch on D. DiCarlo's last day at UHLS in December.

MOTION: The Finance Committee moved to adopt the November and December Treasurer's Reports and Purchase Journals. A. Booth seconded. Unanimous.

Services Committee: No meeting.

Administration Committee: A. Booth reported that the committee met to update the sexual harassment policy for the UHLS Staff Manual as required by a recently enacted NYS law. Using the template provided by the State, this policy is very thorough compared to the previous on page policy. Online training will be made available to employees using an outside vendor, KnowBe4.

MOTION: The Administration Committee moved to adopt the proposed changes for the UHLS staff manual. H. Hennings seconded. J. Ivory stated that she was not provided with a copy of the proposed changes and therefore has not read the document. Unanimous.

IV. OLD BUSINESS

V. NEW BUSINESS

VI. TRUSTEE REPORTS

- Y. Terplak (ALTM): Hard to believe ALTM is once again planning their annual gala, which will be held February 9. This year they'll have the privilege of honoring Ron Ginsberg. Y. Terplak began her Expedition on December 5 and finished in 5 days! She shared that it was gratifying to stand in every member library and see the communities who are valuing our service. It was such a great experience and she now has a gold card!
- J. Marino (VAFL): J. Marino had the opportunity to visit all of the small libraries in Rensselaer County. Staff members were universally enthusiastic of

this program, boasting that they've had 2-300 participants walk through their doors. Many spoke highly of the UHLS staff and of the construction grants; it was great to see the funds being used for a wide variety of upgrades. J. Marino also finished reading the 2017 annual report that was distributed at last year's dinner – great job! A wonderful resource!

E. Greenstein (TROY): TROY has decreased a number of their fines, including DVDs which are now at 10 cents! E. Greenstein has been charged to ask the group: Special District libraries, what vehicles are being used to bond during construction? M. Poost stated that it's specifically written in their legislation – they were forced to go through the town despite wanting to use the school.

L. Scoons (BETH): BETH did just hire their paid Treasurer who started on Monday (1/7/19). In December for their employee development day, the theme was Shark Tank and employees pitched program ideas.

J. Ivory (STEP): With the recent passing of the Proposition 414, the Board is looking to take extra precautions. As an Association library, their treasurer is bonded but should the other board members be as well? T. Burke shared that it's okay to bond for the members who handle cash but it is not a requirement. Every library should have Directors and Officers insurance as well.

A. Booth (RCSC): Ira Glass on This American Life podcast recently did a wonderful episode featuring libraries. J. Favreau will email the link out to the group following the meeting.

S. Keitel (WSTR): S. Keitel is looking forward to having T. Burke come to an upcoming Board meeting, to help the group refocus and connect.

MOTION: Y. Terplak moved to adjourn. A. Booth seconded. Unanimous.

Meeting adjourned at 5:47 PM.

1/28/19 J. Favreau