



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

**Board of Trustees**  
**April 10, 2019**

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

EXCUSED: Janet Ivory; Michael Poost

UHLS Staff: Tim Burke; Jona Favreau

4:38 PM – Meeting called to order by T. Ricard, President.

**I. MINUTES**

**MOTION:** E. Greenstein moved to approve the March 2019 Minutes.  
S. Keitel seconded. Unanimous.

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

T. Burke highlighted the following in his written report:

- NYS Budget Update: When discussing the \$20 million statewide for ALL COMMUNITY PARTNERS census funds, E. Greenstein suggested we start telling representatives everything that wasn’t funded or accomplished, due to their lack of funding. A. Booth was in agreement, we’re a nice group of people with a very nice message but it’s time we show representatives the truth of what’s really happening. Y. Terplak asked how to get the people to speak up and show them what the people want.
- UHLS Expedition Final Report: Included with your packet for this month’s Board meeting is the final report on the UHLS Library Expedition which was prepared by the project coordinator Mary Fellows. The report provides a great summary of the whole project, highlighting the participation numbers, the project’s benefits and the library and community response to the Expedition. Among the lasting benefits is the use of the library icons – the Expedition was overall a great success!
- CORE Library Leadership Training: Last month T. Burke and M. Fellows offered the UHLS CORE Library Leadership Training program and it was another successful program. The program was attended by 11 teams (the Director and Board President are required to attend together) from a variety of libraries throughout UHLS.

**III. COMMITTEE REPORTS**

Finance Committee

Committee members reviewed the March Treasurer’s Report. F. Wobrock Jr. noted that cash balance in the Money Market account decreased. J. Favreau confirmed this transaction; as CDARS mature, money is transferred into this Money Market account to cover expenses until

state aid is received in August / September.

The Committee members reviewed the March Purchase Journal which had been sent out to all trustees in advance of the meeting. F. Wobrock Jr. noted that in March UHLS made a legal services payment to discuss tax caps for association libraries that have a 414 vote, as we have a number of member libraries in that situation. T. Burke explained that we have a relationship with this law firm so that whenever we need to pick up the phone to give them a call, they'll help. UHLS does not pay retainer fees for their services. S. Keitel noted that this is a great service, especially for smaller member libraries. As discussed, a lunch expense occurred for the CORE Leadership Training program that was held at UHLS in March.

**MOTION:** The Finance Committee moved to adopt the March Treasurer's Reports and Purchase Journals. Y. Terplak seconded. Unanimous.

Administration and Services Committees: no meetings

#### IV. OLD BUSINESS

T. Burke made a mistake last month while discussing the Nominating Committee. Y. Terplak is eligible and willing to serve a second full term, however J. Ivory is not eligible; she is currently wrapping up her second full term. The Nominating Committee now needs a small library, Rensselaer County trustee. J. Ivory has someone in mind who is willing to run, however, T. Burke needs to verify this information before the Nominating Committee can come together via email to make the recommendation.

**MOTION:** T. Ricard moved to award J. Ivory Trustee Emeritus status at the June Annual Meeting. E. Greenstein seconded. Unanimous.

#### V. NEW BUSINESS

T. Burke explained that the 2018 UHLS Reconciled Budget is a two page document that is an overview of the income and expenses for 2018. There was a 1% increase in state aid that UHLS hadn't budgeted for and a new formula was used for 2019 to predict NYSLRS, FICA and Worker's Comp. expenses, which will help reduce the variance between predicted and actual spending on those expense lines. With the surplus of funds, T. Burke recommended a transfer be made to the restricted building account, as UHLS has a number of big projects in the near future, including repaving both parking lots, replacing windows and HVAC system updates.

**MOTION:** The Finance Committee moved to accept the 2018 UHLS Reconciled Budget, including a \$60k transfer to the restricted building account. A. Booth seconded. Unanimous.

#### VI. TRUSTEE REPORTS

H. Hennings (GUIL): May 21<sup>st</sup> is the budget vote for GUIL and on the ballot will be a building expansion referendum. This will be on the same ballot as the school budget.

- F. Wobrock, Jr. (BRUN): There's a new Director at BRUN, Sara Hopkins! Her appointment made the front page of the local newspaper.
- Y. Terplak (ALTM): The Community Garage Sale will be taking place on May 4<sup>th</sup>. The library will have books for sale – stop by, the entire community will be participating.
- L. Scoons (BETH): This weekend the Friends Group will be hosting a book sale, Friday – Sunday in the Community Room.
- A. Booth (RCSC): The library has started the strategic planning process, with a goal of wrapping up in December 2019. The plan is to host a couple of focus groups for feedback and ideas moving forward.
- E. Greenstein (TROY): TROY has also begun the strategic planning process. The Friends just recently met with the consultant and this Friday the Board will have the opportunity to meet with the consultant.
- J. Marino (VAFL): The contract for expansion will be signed shortly, with ground breaking this May! This morning, J. Marino had the opportunity to present at the local women's club with 2 other colleagues, Jennifer from SALS and Nick Matulis of SCHG, about library services. She handed out the document from advocacy with the library icon quiz and was shocked at how much they all learned.

**MOTION:** Y. Terplak moved to adjourn. H. Hennings seconded. Unanimous.

Meeting adjourned at 5:27 PM. See you in May!

04/29/19 J. Favreau