



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

Board of Trustees September 11, 2019

PRESENT: Antonio Booth; Matthew Finn; Evelyn Greenstein; Herb Hennings; Susan Keitel; Jackie Marino; Michael Poost; Tara Ricard; Lisa Scoons; Yvette Terplak; Scott Wyner; Fred Wobrock, Jr.

Excused: Jill Dugas Hughes; Sarah Goff

UHLS Staff: Tim Burke; Jona Favreau

4:39 PM – Meeting called to order by A. Booth, President.

I. MINUTES

MOTION: T. Ricard moved to approve the July 2019 Minutes. M. Poost seconded. Unanimous.

II. DIRECTOR’S REPORT (full report attached)

T. Burke highlighted the following in his written report:

- Expedition Party: Last night was the Expedition Party at The Crossings in Colonie. There were about 300 participants who came out to enjoy the festivities and wrap up this great program.
- Construction Aid update (legislative changes): The \$20 million restoration of the annual aid was finalized by the Governor, along with his action renewing the option for 75% funding for libraries serving “economically disadvantaged communities.” No action has been taken to finalize the option for 90% funding.
- III Security Issue: You may have heard at your library that the user account information in the UHLS catalog was unavailable over the Labor Day long weekend. The issue was addressed and we were back fully functioning by the end of day Tuesday. We have put in place some safeguards to prevent this kind of thing in the future on the UHLS end (a renewed security certificate).

III. COMMITTEE REPORTS

Finance Committee

Committee members reviewed the July and August Treasurer’s Reports. F. Wobrock Jr. noted that in July UHLS received a number of NYS aid checks, both for the system and member libraries. In August there was very little activity because with the state funding, we didn’t have to transfer cash in to cover expenses from the money market account. There were two payrolls processed in both July and August.

The 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 July was a heavy expense month because the eCommerce quarterly payments were issued to member libraries, along with the 90% LLSA

payments. The Central Library Aid funding was also received and issued to Albany Public Library for \$207k. In August the purchase journal was minimal but did include repair work that needed to be done on the building following a thunderstorm. A local transformer blew and cause electrical issues at UHLS; J. Favreau is going to try to get these expenses reimbursed by National Grid.

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

Services Committee: Report by L. Scoons:

The committee members met in August to review and discuss the Construction Aid applications and because there was more money than ask, the committee decided to extend the application deadline. Two new applications were received from BRUN and COLN. With these two new applications, there are still additional funds unawarded, so the committee is recommending that the Board exercise the option in the [UHLS 75% Criteria Document](#) to revise the eligibility criteria in order to make the three 50% eligible libraries that applied (EGRN, COLN, and GUIL) eligible for awards of more than 50% and that the remaining funds be evenly distributed to those libraries indicated.

MOTION: The Services Committee moved to revise eligibility criteria #3 (% of free/reduced school lunches) to 19% from 30% for this grant cycle, in order to ensure that all allotted funds are awarded to UHLS libraries. S. Keitel seconded.

Further discussion: S. Wyner asked who created the criteria for awarding the state funding – each system creates their own set of criteria, which are very similar across the state. M. Poost asked if we decide to return to the funds to the state this year, are we penalized next year – no. Much discussion followed regarding the committee's current set of criteria and the ethics of keeping the funds instead of returning them to be used by other libraries within NYS who are more disadvantaged. L. Scoons noted that the committee will be soon re-evaluating the award criteria once the 90/10 funding option is signed by the Governor and can look to see how they can make changes to better serve our member libraries. S. Keitel noted that as UHLS Board members, it is our job to keep UHLS and its member libraries in the forefront, not the other libraries within New York State. Y. Terplak shared that after visiting each member library during the Expedition, it became evident that our system needs to keep these funds, as the ripple effect of making an exemption will benefit all community members within the system.

VOTE: Affirmative - A. Booth, M. Finn, E. Greenstein, H. Hennings, S. Keitel, J. Marino, T. Ricard, L. Scoons, Y. Terplak, and F. Wobrock Jr.
Negative – none
Abstentions - M. Poost and S. Wyner
Motion Passed.

The Board briefly discussed the construction aid awards for this year, but because there were several errors identified among the numbers that UHLS was working from, it was decided to table Board action on the final award distribution recommendation until all of the numbers can be finalized and confirmed. The Board will be able to consider the final recommendation at their October meeting.

Administration Committee: no meeting

IV. OLD BUSINESS - None

V. NEW BUSINESS

A. Booth announced the following committee appointments:

Finance: F. Wobrock, Jr.; Evelyn Greenstein; S. Keitel; J. Dugas Hughes; M. Finn

Administration: H. Hennings; M. Poost; T. Ricard; S. Wyner

Services: S. Goff; J. Marino; L. Scoons; Y. Terplak

J. Favreau will email the group an updated Standing Committees roster reflecting these appointments.

T. Burke reported that UHLS had submitted an application for Construction Aid funds to have work done on the condensing (cooling) units on our existing air handlers. Last summer we were made aware that they were leaking and this summer we had to refill the system again. H. Hennings asked if we needed to go with the lowest bidder once 3 quotes are obtained – no that is not a requirement, but we are actively trying to get three quotes for comparison.

T. Burke presented the proposed UHLAN Agreement for the next three years. In the past, Automation was heavily mentioned and T. Burke revised the agreement to reflect all system services that are provided to member libraries. He shared this document with the DA back in August and made a number of revisions based on their feedback. As of the September DA meeting last week with the majority of libraries present, the group felt comfortable as it is being proposed. The fee formula in the past was far more complicated, taking circulation numbers into account, which resulted in the numbers changing from year to year. T. Burke presented the DA with a number of options he thought made the formula more equitable to each library however the DA wanted more options. The directors were satisfied with the idea of an even 2% increase for every member library, noting that it would make budgeting much easier. M. Poost shared that he had wished more time was given to Directors to allow them to present this material to their boards. Much discussion followed and the group agreed that the draft should be shared with member library boards for a period of review and comment.

MOTION: S. Wyner moved to accept this UHLAN Agreement and Fee document as a draft and the Board will re-evaluate in November once all member library boards have the opportunity to review and comment by October 31. M. Poost seconded. Unanimous.

VI. TRUSTEE REPORTS

M. Poost (EGRN): The 2020 budget passed last week by a 3 to 1 margin!

A. Booth (RCSC): The library hosted a chicken BBQ and raised \$1,100!

Y. Terplak (ALTM): The library is working on a local history project – more to come as the details are finalized. Stay tuned -

MOTION: Y. Terplak moved to adjourn. S. Wyner seconded. Unanimous.

Meeting adjourned at 6:16 PM.

10/02/19 J. Favreau