



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

**Board of Trustees
October 9, 2019**

PRESENT: Antonio Booth; Herb Hennings; Susan Keitel; Jackie Marino; Michael Poost; Lisa Scoons; Yvette Terplak; Jill Dugas Hughes; Sarah Goff
Excused: Fred Wobrock, Jr.; Evelyn Greenstein; Matthew Finn; Scott Wyner
Absent: Tara Ricard
UHLS Staff: Tim Burke; Jona Favreau; Joseph Sherry
Guest: Mike Zovistoski, UHY LLP

4:38 PM – Meeting called to order by A. Booth, President.

I. MINUTES

It was suggested by M. Poost to add to the minutes that some of the numbers the Services Committee reviewed and then recommended to the full Board were incorrect, which pushed the vote to the October meeting.

MOTION: A. Booth moved to approve the September 2019 Minutes.
Y. Terplak seconded. Unanimous.

II. 2018 UHLS FINANCIAL REVIEW – Presented by Mike Zovistoski of UHY LLP
M. Zovistoski reported that the financial work at UHLS is consistent and accurate. M. Zovistoski concluded that 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 – more cash receipts than disbursements is always good, and UHLS has a healthy CD balance. Something to note, UHLS has a balloon payment related to the building mortgage that is coming up in less than two years. Your options are to pay in full or refinance, which shouldn't be an issue based on your current financials.

III. DIRECTOR'S REPORT (full report attached)

T. Burke highlighted the following in his written report:

- UHLAN Agreement Update: As requested by the UHLS Board, T. Burke has shared the draft 2020-2022 UHLAN Agreement and Fee Proposal with all of the member library Board Presidents for member library board review and comment. So far he's heard from only one library with some generally easy-to-answer questions.
- UHLS Contract Delivery Service: As you may have heard from your member libraries, UHLS has been experiencing some service continuity issues with the company during the last several months, which has resulted in more than a few delays. While we've been using the same contract delivery service for more

than a decade with a high success rate, we are actively planning for temporary and/or permanent alternatives for delivery should a change be necessary. A RFP will not be conducted, more like a RFQ from half a dozen companies by a specific date. Y. Terplak asked if we had an existing contract with ALDS – yes, however there are clauses within the contract that would allow us to back out. This service contract is a tenth of our overall budget so this is an important decision making process.

- Fine Free Experience Program Upcoming: UHLS will be hosting a fine free experience program on November 21 – the flyer has been distributed in the board packet. Three UHLS libraries with different approaches, challenges and results in the move to fine-free will be presenting.

IV. COMMITTEE REPORTS

Finance Committee

Committee members reviewed the September Treasurer's Report and Purchase Journal which had been sent out to all trustees in advance of the meeting. S. Keitel noted that UHLS paid \$4,600 review charge from UHY for the financial review, which we heard earlier this meeting. A generator service expense, a light fixture repair associated to the storm back in July and several scholarships given to attend NYLA in November were paid out in September. Overall, it was a quiet month, financially speaking.

MOTION: The Finance Committee moved to adopt the September Treasurer's Report and Purchase Journal. M. Poost seconded. Unanimous.

Services Committee: Report by S. Goff:

A few of the numbers reviewed last month were incorrect. T. Burke provided the accurate project totals and the Services Committee reviewed the applications. The good news is every application will be fully funded and the committee is recommending that the extra money be evenly distributed to the three applying libraries that are at 50%, as indicated below (based on the Board's vote at the September meeting):

APL – Delaware	\$62,416 (75%)	Parking repairs, HVAC and roof improvements
APL – Howe	\$13,608 (75%)	Installation of generator
APL – Pine Hills	\$14,715 (75%)	Installation of generator
Cheney (HOOF)	\$54,521 (75%)	Create paved parking area and air conditioning
East Greenbush	\$81,425 (53.41%)	Upgrade technological infrastructure and programming space
Grafton	\$28,648 (75%)	Create classroom in basement with kitchen
Guilderland	\$462,769 (50.57%)	Restroom renovations and 3 RTU replacements
RCS	\$28,669 (75%)	Exterior doors and electric sign
Rensselaerville	\$9,313 (75%)	Installation of condenser and radiators
Troy	21,476 (75%)	Cupola restoration
UHLS	\$49,479 (50%)	Replace cooling system on existing HVAC system
Valley Falls	\$69,655 (75%)	Update roof, upper façade and library sign. New steps & sidewalk
Colonie	\$130,193 (52.08%)	HVAC improvements
Brunswick	\$52,500 (75%)	Add new vestibule to building entrance

MOTION: The Services Committee moved to award the construction aid to the applying members in full and evenly distribute the remaining funds to EGRN, COLN and GUIL, as outlined above. S. Keitel seconded. Unanimous.

Administration Committee: Meeting has been rescheduled for November.

V. OLD BUSINESS - None

VI. NEW BUSINESS

S. Keitel reporting on behalf of the Finance Committee shared that the Proposed 2020 UHLS Budget has been reviewed by the Finance Committee and is now in front of the full Board for review. Discussion will come next month once everyone has had a chance to look it over. J. Favreau will update the budget to reflect final 2018 numbers and updated YTD 2019 numbers; she will email that document when completed prior to the next meeting.

VII. TRUSTEE REPORTS

- Y. Terplak (ALTM): Founder's Day is this Saturday, October 12 from 10-2PM. The library will now be closed on Sundays and extend hours on Saturdays, as Saturdays are far busier.
- S. Keitel (WSTR): The library has a new director with increased hours and the offer of health insurance through the Town, however the Town now does not want to cover this expenses. The Library Board is working with the Town to have this cost built into the library's budget. Construction update: new concerns from neighboring property owner, so the Board is reconfiguring their plan.
- H. Hennings (GUIL): Annual gala happened last month at the Albany Country Club. Everyone enjoyed themselves and money was raised.
- J. Marino (VAFL): The grand opening will be on Saturday, November 23 at 10AM! This month will mark the 6th semi-annual board meeting with SCHG. With their shared vision, they are looking to increased school budget funding. The library is hoping to start a community choir with the intent to reach homeschooled children. Also, the library is currently collecting candy for local parents who can't afford the expense on Halloween, as they often get 2-300 trick or treaters.
- J. Dugas Hughes (EGRN): The library held a children's festival and book sale, about 1,000 people came! They made \$3-5k after expenses (still calculating) – huge success but a lot of work. This year's Halloween parade is being sponsored by the local Kiwanis Club.

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

Meeting adjourned at 5:52 PM.

11/06/19 J. Favreau