



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

**Board of Trustees
November 13, 2019**

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

4:43 PM – Meeting called to order by A. Booth, President.

I. MINUTES

MOTION: S. Goff moved to approve the October 9, 2019 Minutes. S. Keitel seconded. Unanimous.

II. DIRECTOR’S REPORT (full report attached)

T. Burke highlighted the following in his written report:

- UHLAN Agreement Update: T. Burke heard back from a few member library boards at the close of the review and comment window for the draft 2020-2022 UHLA Agreement and fee proposal, including the letter from EGRN that was shared in my report. Reflecting the feedback, he’s made a few minor changes to the agreement document which are shown in red. M. Finn mentioned that the APL Board met last night and decided to table this topic until next month, as they have concerns about privacy and data security. T. Burke reminded the group that the deadline was October 31 and asked why these concerns were not previously mentioned. T. Burke will follow up with APL.
- UHLS Contract Delivery Service: UHLS is a few weeks into our new delivery service and we’ve caught back up and returned to normal levels of circulation and volume. This new service does come with a significant additional cost, including a fuel surcharge that adjusts weekly based on current gas prices. We’re now realizing we were paying too little for our service with ALDS – employees were not getting paid, gas cards were being declined at the gas station. M. Poost asked how long we worked with ALDS – 12 years. The service wasn’t always so poor, the owner unfortunately never built in price increases as he should have.
- Proposed 2020 Central Library Budget: The UHLS Central Library Advisory Committee (CLAC) met several times this fall to develop a proposed budget for the expenditure of the 2020 NYS Central Library funds. The biggest change this year was the deletion of the Mango Languages database. It was popular with the people who used it but there were about 5k users out of the 140k active cards within the system. Duolingo is a free app. that patrons are also using successfully. Burbio is an added feature in this year’s proposed

budget: it's a slick way of combining everyone's current calendars with no extra work for the library staff. The money we're saving from dropping Mango will be put toward the purchase of more adult non-fiction eContent.

MOTION: M. Poost moved to approve the Proposed 2020 Central Library Budget, with a January 1, 2020 start date. S. Goff seconded. Unanimous.

III. COMMITTEE REPORTS

Finance Committee

Committee members reviewed the October Treasurer's Report and Purchase Journal which had been sent out to all trustees in advance of the meeting. F. Wobrock noted that about \$130k was transferred from the Money Market account to the operating checking account to cover expenses until a CDARS matures next week. October was a three payroll month, about \$31k was expensed for cataloging and the 3rd quarter eCommerce payments (about \$4300 in total) were issued to member libraries. J. Dugas Hughes asked if these credits could be applied to the UHLAN quarterly payments. J. Favreau – yes but she'd like to have it done for each member library; she'll bring it up at the next DA meeting. F. Wobrock thanked S. Keitel for filling in last month while he was on holiday.

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

Services Committee: No meeting

Administration Committee:

H. Hennings reported that the committee did meet to review two proposed policies for the staff manual. Voting Time: this is a new policy for UHLS allowing employees up to 3 hours to vote and is a requirement of NYS. The committee discussed whether or not this policy was actually needed, as most polls are open for 15 hours with early voting options – yes! Some local elections, an example being library budget votes, have limited polling hours. The second policy is Jury Duty / Other Appearances in Court. This is not a new policy for UHLS but has been reworded to request prior communication and documentation with the Manager, Administration and Finance when a summons for jury duty is received.

MOTION: The Administration Committee moved to adopt the two proposed policies for the UHLS staff manual. J. Dugas Hughes seconded. Unanimous.

IV. OLD BUSINESS

The 2020-2022 UHLAN Agreement & Fees has a proposed simple 2% increase each year, based on previous discussions and feedback from the DA. M. Poost noted that EGRN is willing to accept the agreement in the interest of time, but their board thinks the formula could be updated,

as it unfair. S. Keitel would like to have further, future conversation regarding the formula so that the group can better understand how the fee isn't equitable for all member libraries. M. Poost noted that this formula varies year by year based on usage and now everyone is locked in based on one year, which is a disadvantage for some libraries.

T. Burke shared that if we open up this formula, we could also discuss the increased cost of the delivery service.

M. Finn shared that APL has concerns regarding cyber and online security for users and tabled their discussion until next month. S. Keitel asked if APL was objecting to what is not in the document or what's currently in there. M. Finn noted that the current language is sufficient, but they'd like T. Burke to contact their director to discuss further. M. Finn asked what would happen if there was a breach, similar to the cases over the summer at other NYS libraries. T. Burke stated that our ILS is in the cloud and is incapable of being attacked, only our servers. Our Automated Services department has backups should a breach of our servers occur that would only take a matter of hours to reinstall. M. Finn would like to have T. Burke reach out to APL's director to share with the full APL board.

MOTION: A. Booth moved to accept the proposed 2020-2022 UHLAN Agreement & Fees schedule with the understanding that a follow-up conversation with the APL board regarding their cyber security concerns will happen in December, accepting the 2% fee increase for 2020 and that UHLS will revisit the fee formula for the following years. S. Keitel seconded. M. Finn abstained from the vote. Motion passed.

V. NEW BUSINESS

F. Wobrock shared that the Finance Committee reviewed the Revised Proposed 2020 UHLS Budget, which now reflects the cost for the new contracted delivery services. T. Burke reminded the group that this budget was created with flat funding; if we do get more funds from the state, we'll have the opportunity to revise this document.

MOTION: S. Keitel moved to accept the Revised Proposed 2020 UHLS Budget. T. Ricard seconded. Unanimous.

VI. TRUSTEE REPORTS

MOTION: T. Ricard moved to adjourn. S. Goff seconded. Unanimous.

Meeting adjourned at 5:57 PM.

12/23/19 J. Favreau