



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

**Board of Trustees
January 8, 2020**

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

4:35 PM – Meeting called to order by A. Booth, President.

I. MINUTES

MOTION: M. Poost moved to approve the November 13, 2019 Minutes. T. Ricard seconded. Unanimous.

II. DIRECTOR’S REPORT (full report attached)

T. Burke highlighted the following in his written report:

- UHLAN Agreement Update: As of this meeting, we already have 16 signed UHLAN Agreements in hand. J. Favreau will be sending out the UHLAN invoices on schedule this month.
- Confidentiality of Library Records: In December he attended a meeting of the APL board to follow up on concerns regarding the confidentiality of library records that came up in the context of the UHLAN Agreement discussions. This was good practice to remind all member libraries of their responsibilities both legally and ethically.
- Fine Free Experience Program: Was a great program with 40 people in attendance! M. Poost would like to know how many libraries are currently fine free, as he’d like to bring that information to his board. T. Burke will request that information from the Automation department. E. Greenstein shared that TROY has plans to go fine free next month on Valentine’s Day!

III. COMMITTEE REPORTS

Finance Committee

S. Keitel, reporting on the behalf of the Finance Committee, explained to the full board that the committee focused heavily on the December Treasurer’s Report and Purchase Journal, as it reflected how the organization stood at the end of the fiscal year. The group had no specific questions pertaining to the November reports. When looking at the December Treasurer’s Report, it looks like UHLS is in the red or has a deficit of funds however F. Wobrock Jr. explained that the organization is strong financially. This report is based on a cash basis. He reminded the group of the \$89k worth of payments that were issued in January 2019 that were for the previous fiscal year (bullet aid). Subtracting that amount, we are no longer in the red. The

organization also has plenty of money in reserves in the bank to operate “in the green” until state funding is received again late summer. S. Keitel added that there is still about \$19k owed to UHLS by the member libraries carrying over into 2020.

S. Keitel noted that the final 10% of the LLSA funds were distributed to the member libraries in December and the Excelsior Membership dues were paid for the upcoming year. Winter reading mini grants were paid out as well, using Outreach funds coordinated by Natalie.

MOTION: The Finance Committee moved to adopt the November and December Treasurer’s Reports and Purchase Journals. M. Poost seconded. Unanimous.

Services Committee: No meeting

Administration Committee:

H. Hennings reported that the committee did meet to review the proposed UHLS Confidentiality of Library System Records policy. Thank you to S. Wyner for refining the language and bringing an amended document to the meeting. For clarification, this proposed policy is just governing UHLS and UHLS staff at this time. T. Burke noted that some other systems throughout NYS do require their member libraries to follow a specific policy and have all member libraries sign off on it because legally the systems own the information that is stored. Work can be done in the future to explore a similar policy for our member libraries. After discussion, the board recommended a wording change to the final document for consideration (final version [linked here](#)).

MOTION: The Administration Committee moved to adopt the proposed UHLS Confidentiality of Library System Records policy. T. Ricard seconded. Unanimous.

IV. OLD BUSINESS

V. NEW BUSINESS

VI. TRUSTEE REPORTS

- H. Hennings (GUIL): This past Monday the library hosted the President of the Baseball Hall of Fame. There were 63 patrons in attendance and the program was covered by WTEN – very successful despite the mid-day time. There’s an Underground Railroad program happening on February 1st, pulling stories and participation from the Capital Region.
- Y. Terplak (ALTM): The library is now hosting a ukulele meet up on the 1st Tuesday of the month. The first hour is instruction if you’re a beginner and would like to drop in. The ALTM library was named a star library once again in the Library Journal (1 of 35 NYS libraries mentioned). Their annual gala is come up on Saturday, February 8.

J. Marino (VAFL): Does anyone have a book selection policy they'd be willing to share? T. Burke said that he would share policies from several member libraries with her.

MOTION: M. Poost moved to adjourn. L. Scoons seconded. Unanimous.

Meeting adjourned at 5:31 PM.

02/04/20 J. Favreau

Note: a final copy of the UHLS Confidentiality of Library System Records policy can be found on the UHLS website > About UHLS > UHLS Governance > UHLS Policies