



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

**Board of Trustees  
February 12, 2020**

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

4:34 PM – Meeting called to order by A. Booth, President.

**I. MINUTES**

**MOTION:** Y. Terplak moved to approve the January 8, 2020 Minutes.  
M. Poost seconded. Unanimous.

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

T. Burke highlighted the following in his written report:

- Census 2020 Activities: UHLS has been helping our member libraries prepare for the upcoming 2020 Census by serving as a general clearinghouse for census information, and passing along critical information. We are hosting a meet up later this month for our member libraries to come together to discuss what they are planning to do in their communities and share ideas and suggestions. UHLS is encouraging every library to have at least one dedicated computer or laptop for the census; it’s secure and that way patrons don’t have to wait for other patrons who are working on general projects.
- New Addition to CORE Trustee Training: A new 20 minute training session has been designed and ready to be presented, “Open Meetings Law for Library Trustees.” The presentation will cover the key points of OML that trustees need to know, answer questions about OML and discuss some of the policy considerations for library boards. He will be pushing out an announcement to all of our member library directors soon. It was asked if the new question on the annual report regarding trustee education is topic specific. No, CORE training counts and UHLS is prepared to create new programming annually to fill those requirements.

**III. COMMITTEE REPORTS**

Finance Committee

F. Wobrock thanked S. Keitel for leading the Finance Committee meeting in his absence. Looking at the Treasurer’s Report, F. Wobrock reported that the system received last year’s bullet aid funding, which was then distributed to the receiving member libraries shown in the Purchase Journal. There were a number of large, one time invoices that were paid including insurance, the HVAC maintenance contract, PFLA, worker’s comp and disability. The fourth

quarter e-commerce payments were also distributed to member libraries in January. T. Burke noted the \$500 deposit that was made to the Hilton in Troy for this year's annual dinner – save the date – Wednesday, June 10<sup>th</sup>.

**MOTION:** The Finance Committee moved to adopt the January Treasurer's Report and Purchase Journal. Y. Terplak seconded. Unanimous.

Services Committee: No meeting

Administration Committee: No meeting

**IV. OLD BUSINESS**

**V. NEW BUSINESS**

**VI. TRUSTEE REPORTS**

- Y. Terplak (ALTM): Their annual gala was a success! They had so much interest, they had to turn people away. A number of elected representatives attended and stayed to enjoy dinner, including Congressman Paul Tonko and NYS Assembly Member Pat Fahy.
- A. Booth (RCSC): On February 29, author Dr. Kane of A Real Whole Lot is coming for a community event. They've been receiving a lot of positive feedback on their new children's area.
- S. Keitel (WSTR): Not only does the library have a new director, but the town is now relying on them to manage their own money. They are currently working to establish those policies. There's a parking lot across the street from the library that has traditionally been used as a public lot, including by library patrons. But now the owner is threatening to tow cars if people park there. Removing the tree in front of the library will only add one parking spot, many are concerned about losing that lot across the street.
- E. Greenstein (TROY): TROY received a \$15k McCarthy grant for the census support activities. Their intentions are to buy laptops and hotspots, which will be loaned out to local food pantries to ensure that the people utilizing their services are counted.

**MOTION:** T. Ricard moved to adjourn. M. Poost seconded. Unanimous.

Meeting adjourned at 5:27 PM.

03/04/20 J. Favreau