



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

Board of Trustees
March 11, 2020

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

4:39 PM – Meeting called to order by S. Keitel, Vice-President.

I. MINUTES

MOTION: Y. Terplak moved to approve the February 12, 2020 Minutes. M. Poost seconded. Unanimous.

II. DIRECTOR’S REPORT (full report attached)

T. Burke highlighted the following in his written report:

- Library Advocacy Day 2020: February 25 was another successful Library Advocacy Day for UHLS. S. Keitel asked if we think the coronavirus will impact our budget this year. T. Burke explained that much is still up in the air but it does give the legislature an obvious excuse to cut spending on everything, including public libraries.
- Coronavirus: Not mentioned in the report however this has been a big topic among the directors. S. Keitel wants to thank the director at the ATLM library who put together a great emergency plan, it helped them enormously. M. Finn noted that APL is only accepting returns in the book drop and every item is being wiped down; is UHLS planning to put something into effect with the delivery service? T. Burke explained that Arnoff does not have the capacity to wipe down every book but are taking precautions to keep themselves healthy. There was much discussion at last week’s DA meeting regarding programming: should the member libraries be promoting programming and encouraging people to gather? The consensus at the meeting and with the UHLS Trustees was no. We’re all working hard to promote digital content and create programming that can be shared virtually.

III. COMMITTEE REPORTS

Finance Committee

F. Wobrock reported that per the Treasurer’s Report, we are in the negative however that is normal for the organization this time of the year as we have yet to receive state funding. We have plenty of funds in the money market account and have a number of CDARS laddered for use throughout 2020. The Purchase Journal is only 6 pages this month! F. Wobrock noted the \$84k

Sierra subscription, which is a one-time annual charge, a \$100 expense for 10 refurbished laptops and a \$500 payment for the Advocacy Day bus that was used in February.

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

Administration & Services Committees: A joint meeting was planned however after reviewing The annual award criteria documents via email, both committee chairs agreed to cancel the meeting because the criteria was reviewed extensively only two years ago. The new deadline for submission is Friday, April 24.

IV. OLD BUSINESS

V. NEW BUSINESS

UHLS 2019 NYS Annual Report: Kudos to J. Marino for reading over the entire report and finding a simple error with a zip code! T. Burke explained that there is still time to make adjustments if any questions arise over the coming weeks. J. Dugas Hughes asked where the charter to serve number came from. T. Burke answered that it's from the 2010 census.

MOTION: Y. Terplak moved to accept the 2019 UHLS NYS Annual Report. J. Marino seconded. Unanimous.

Trustee Terms Expiring: T. Burke reported the following terms are expiring in June: T. Ricard is eligible for a second full term, L. Scoons is eligible for a second full term, and M. Poost is eligible for his first full term, as he is currently completing a partial term. T. Burke will reach out to A. Booth who will need to appoint a chair for the Nominating Committee. We will start this process in April.

VI. TRUSTEE REPORTS

S. Keitel (WSTR): With a new library director, this year's annual report was a learning process – thank you J. Favreau for all of your help.

H. Hennings (GUIL): Tomorrow night the GUIL library is showing the film, Joker (rated for adults).

J. Marino (VAFL): At a class this morning at HVCC, Kathy Sheehan from the Rensselaer County Historical Society showed a photograph of the Valley Falls Free Library along with the history. She expressed excitement to see the new building; it was a nice surprise.

T. Burke would like to stay in touch over the next month regarding the coronavirus and best practices. S. Goff asked if next month's meeting will be in person. T. Burke explained that the open meetings law has not been suspended but that may change over the coming weeks. There is

no legal mandate on the number of meetings our Board needs to have in a year, but there is the concern of keeping up with the financials.

MOTION: M. Poost moved to adjourn. Y. Terplak seconded. Unanimous.

Meeting adjourned at 5:44 PM.

04/04/20 J. Favreau