



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

Board of Trustees
April 8, 2020

PRESENT: Antonio Booth; 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
UHLS Staff: Tim Burke; Jona Favreau

4:31 PM – Virtual Meeting called to order by A. Booth, President.

I. MINUTES

MOTION: M. Poost moved to approve the March 11, 2020 Minutes.
Y. Terplak seconded. Unanimous.

II. DIRECTOR’S REPORT (full report attached)

T. Burke highlighted the following in his written report:

- Status of UHLS: As discussed via email last week, the closure of the UHLS office and the work from home order and protocol was extended through Friday, April 17 in response to the Governor’s workforce restrictions. Cuomo surprised us all and quickly changed his recommendations to April 29, so it should be extended. During the closure period, all UHLS staff are diligently working to maintain a regular presence to support and connect the member libraries. One staff member stops by daily to check in on the status of the building.

MOTION: Y. Terplak moved to extend the UHLS work from home order to Friday, May 1 to comply with the Governor’s most recent workforce restrictions. F. Wobrock seconded.
Unanimous.

- Information Support for Member Libraries and for Patrons: One of our most important functions during this pandemic is to provide useful and reliable information to our customers. In order to efficiently and effectively make critical information available to our customers, we’ve created three separate links on the main UHLS webpage: UHLS Library Service Information, UHLS Library User Information and UHLS Member Library Information. J. Marino would like to thank the UHLS staff members who curated this content, the links are very helpful; she’s forwarded them along to her book club.
- NYS Budget Update: The final FY 2020-21 enacted budget for State Library Aid is \$94.1 million, about a 2.6% cut from last year. In local terms, this will mean about a \$23,000 cut, so Jona and I will collaborate on how to absorb this cut with as little impact to

services or operations as possible. An amended budget will be presented in May. S. Keitel suggested that when we thank our local representatives, we direct them to the UHLS website to show them how much we are providing even during unprecedented times.

- Hoopla eContent Service: In an effort to quickly expand the digital content that UHLS and our member libraries can offer to users during the library closure period, UHLS and the member libraries have collaborated to add Hoopla to our suite of econtent offerings. We are putting \$30,000 on our initial account - \$6,000 from UHLS with the balance distributed among all of the member libraries (see attached chart). UHLS will pay the full initial payment and then invoice each library for their share. L. Scoons asked if we can track usage among member libraries – yes! S. Keitel asked how directors were made aware of this decision. T. Burke explained that it was presented to directors via email and voted upon during last week’s virtual DA meeting. Y. Terplak voiced concern regarding internet access – T. Burke explained that all items can be downloaded say in the library parking lot and then used in a location with limited to no service.
- UHLS Annual Celebration: The 2020 UHLS Annual Celebration is scheduled for Wednesday, June 10 at the Hilton Garden Inn in Troy. Given the current health crisis and the real likelihood that group gatherings will still be prohibited by that date, I am recommending that the UHLS Board cancel that event for 2020. In recent conversations with the venue staff, we have verified that we would be able to get our entire \$500 deposit back, should the Board make the decision to cancel the event.

MOTION: Y. Terplak moved to cancel the 2020 UHLS Annual Celebration. M. Poost seconded. Unanimous.

H. Hennings asked if UHLS would still distribute the Annual Awards – yes! J. Dugas Hughes asked if UHLS would still provide the annual report usually distributed during the dinner – yes! Y. Terplak asked about the annual meeting bylaws and renewing trustee terms. T. Burke explained that there’s a clause in the current bylaws that would allow the Board to extend current trustee terms if needed. T. Burke will reach out to the three trustees who have terms expiring. The vote for such an action will be on the agenda for the May board meeting.

- GoToMeeting: Not mentioned in the written Director’s report but worth noting, UHLS has purchased a second user account with GoToMeeting, the platform we are using for tonight’s meeting. Member libraries have been invited to use the platform for board or staff meetings, as it fulfills the revised open meetings law requirements of recording and transcribing meetings.

III. COMMITTEE REPORTS

Finance Committee

F. Wobrock noted on the Treasurer’s Report that the expenses were low in March due to the fact that UHLS stopped cutting checks halfway through the month due to the office closure. Payments are now back up and running on a weekly basis. On the Purchase Journal, a Summer Reading stipend was issued to all member libraries for marketing materials, \$2,000 was spent on postage to carry us through the end of the year and there were only two delivery payments

instead of four. T. Burke explained that while delivery is suspended, UHLS is paying a reduced rate to Arnoff to offset the cost of the vans that were purchased for our routes and to keep the employees on staff. We were very happy with their response, they are showing signs of being a trustworthy, reliable partner.

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

Services Committee: No meeting

Administration Committee: No meeting

IV. OLD BUSINESS

V. NEW BUSINESS

VI. TRUSTEE REPORTS

- Y. Terplak (ALTM): Very impressed with what she's been seeing on all member libraries' websites and Facebook pages. Story times and other programming is being offered on a daily basis, very inspirational and accommodating!
- A. Booth (RCSC): Thank you UHLS for keeping all of us connected - keep up the hard work! T. Burke explained that it's what we do! Our staff is great but the member libraries are very flexible, adaptable and creative.

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

Meeting adjourned at 5:32 PM.

04/13/20 J. Favreau