



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

Board of Trustees
May 13, 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

4:33 PM – Virtual meeting called to order by A. Booth, President.

I. MINUTES

MOTION: M. Poost moved to approve the April 8, 2020 Minutes. T. Ricard seconded. Unanimous.

II. DIRECTOR’S REPORT (full report attached)

T. Burke highlighted the following in his written report:

- Status of UHLS – The office is still closed and the staff continue to work from home. That status is in place until Friday, May 15. There have been some hints that the workforce restrictions may begin to relax after May 15, but it is still too early to say how that might effect UHLS and/or the member libraries. We should all be fully prepared for further extensions as the situation continues to evolve.

MOTION: T. Ricard moved to extend the work from home provision for the UHLS staff to May 29. Y. Terplak seconded. Unanimous.

- UHLS Coordinated Reopening Committee - Two weeks ago the UHLS Directors Association formed a Coordinated Re-opening Committee made up of seven directors from a cross section of library types and sizes (APL, COLN, EGRN, VOOR, COHS, CAST, POES) and myself representing UHLS. The goal of the group is to develop a series of recommendations outlining a phased approach to reopening library buildings and the gradual reintroduction of library service to the public. The committee's work is guided by the recognition that each member library has its own unique set of circumstances and constraints and the recommendations are designed to give all the libraries a single flexible structure to work within to ensure a safe, smart, and sensitive reintroduction for both library staff and library users. The committee will also be producing a number of guidance documents and checklists focusing on a number of specific aspect of library service (public computers, staff areas and service desks, talking points for staff in interactions with the public, etc.).

III. COMMITTEE REPORTS

Finance Committee

F. Wobrock reported that per the Treasurer's Report, expenses were low once again due to the closure of the office. It was a three payroll month and a couple of CDARS accounts matured and were transferred into our money market account to help cover expenses until State Aid is received later this year. Looking at the Purchase Journal, of the \$89k in expenses for the month, F. Wobrock noted that \$28k was for Hoopla and almost \$15k was for econtent via OverDrive. Both of those expenses are to be reimbursed to UHLS by the member libraries.

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

F. Wobrock shared that the Finance Committee reviewed the Proposed 2020 UHLS Amended Budget that reflects the 2.6% cut by the Governor's office in March. The funds came out of the delivery and cleaning services budget lines, as the organization has been saving on those expenses with the closure.

MOTION: The Finance Committee moved to accept the Proposed 2020 UHLS Amended Budget. M. Poost seconded. Unanimous.

T. Burke led a discussion regarding the future rumored cuts made by the Governor's office. Figures being thrown around are between 14-20%, which could mean up to a \$240k cut for UHLS's 2020 budget (20% reduction). T. Ricard asked if we could increase rent for our three tenants. T. Burke noted that we're already charging fair market value and we don't want to push them out, as two of them are also State funded. J. Dugas Hughes asked how much UHLS covers in healthcare costs for retirees. UHLS currently pays 85%. T. Burke mentioned that the Board has the option to explore increasing the UHLAN fee, however he is aware that the economic realities of the pandemic and NYS cuts will also impact all of our member libraries funding over time.

Services Committees: The committee members will meet next week to discuss program award nominations.

Committee members met prior to the board meeting this evening to discuss the extra Construction Aid funds UHLS received from NYS, totaling \$49,064. The committee recommended that the funds be split evening among the three qualifying applications.

MOTION: The Services Committee moved to award COLN \$16,355, EGRN \$16,355 and GUIL \$16,354 with the extra construction aid funds from NYS. T. Ricard seconded. Unanimous.

Administration Committee: Report by H. Hennings, Chair:

- Trustee of the Year Award: There was one nomination for this award and there was consensus was to present the award to Jeanette Sassatelli of the Valley Falls Free Library.
- Volunteer of the Year Award: The Committee reviewed the three nominations. Polly Hartman of the Bethlehem Public Library was selected to receive the award.

IV. OLD BUSINESS

UHLS Trustee Term Discussion: T. Burke and A. Booth reached out to the three Trustees whose terms are expiring in June, and they've all agreed to serve on the Board for one additional year.

MOTION: Y. Terplak moved to extend the trustee term by 1 year for the following trustees: L. Scoons, M. Poost and T. Ricard, making their term expiration date June 2021. M. Finn seconded. Unanimous.

S. Wyner has volunteered to work with T. Burke to create a proposed bylaws change to allow trustee elections that do not require an in-person annual meeting.

V. NEW BUSINESS

VI. TRUSTEE REPORTS

Y. Terplak (ALTM): Shout out to all the member libraries and everything that they've been able to pull together over the last couple of weeks. She's impressed!

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

Meeting adjourned at 6:11 PM.

06/04/20 J. Favreau