



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

Board of Trustees
April 14, 2021

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

4:32 PM – Virtual meeting called to order by A. Booth, President.

I. MINUTES

J. Marino noted that S. Keitel was not listed as attending last month’s meeting, despite leading the meeting. J. Favreau will add her to the attendance.

MOTION: Y.Terplak moved to approve the March 10, 2021 Minutes with the attendance revision. M. Poost seconded.
Unanimous.

II. DIRECTOR’S REPORT (full report attached)

T. Burke highlighted the following in his written report:

- 2021 NYS Budget Update: The just approved NYS 2021 budget includes some good news for library funding – we will have the 2020 funding level and the statewide construction fund went back up to \$34m; that’s approximately \$1.9m for UHLS in the next grant cycle.
- 2020 UHLS Budget Update: We have received all of the 20% NYS funding that was held back last year as part of the 2020 pandemic response from NYS.
- 2021 UHLS Budget Update: More good news! With the recently approved state funding levels, we now have the task of having to revise the budget yet again... to add more funding to our budget. This will be presented to the Finance Committee and the Board at our May meeting.
- UHLS Air Filtration System: It took a while to get the equipment delivered to our vendor but the system is now fully installed and operational.
- A. Booth asked if there was an update from the antiracism task force in response to their board training survey – not at this time, still awaiting responses. A. Booth would like to see member libraries build this training into their long range plans.

III. COMMITTEE REPORTS

Finance Committee

F. Wobrock reported that the organization received the 20% held back funds from 2020, which is

reflected on the Treasurer's Report. When reviewing the Purchase Journal, F. Wobrock noted the following items: the first quarter eCommerce payments were distributed to member libraries, the last of the 2020 ERO funds were issued to Albany Public Library (issued as received), and the first \$13k installment of ERO funds for 2021 were given to Albany Public Library. H. Hennings asked how much money UHLS had in the bank – just over \$2m with our restricted funds taken into account.

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

F. Wobrock also informed the Board that in August 2021, UHLS has a balloon payment due to NBT for the mortgage. The Finance Committee will be reviewing the details over the coming months to decide if we are going to pay it off or refinance.

Services Committee

S. Goff reported more good news! UHLS was offered additional construction funding by NYS DLD from money that was returned by other public library systems around the state. The additional funds total \$31,049. The Committee worked with the UHLS staff on a proposed plan that will bring 6 of the libraries up to full eligible funding and distribute the remaining additional funds evenly between the two libraries who will still have some unmet need even with this additional funding. A screen was shared to show the Board a detailed chart of explanation.

MOTION: The Services Committee moved to distribute the construction grant funds to the 8 member libraries as detailed in the chart. T. Ricard seconded. Unanimous.

IV. OLD BUSINESS

Nominating Committee

T. Burke shared that there are two vacancies: Colonie as S. Goff will not be renewing her term and a medium Rensselaer County representative, as M. Poost will not be renewing his term. Colonie is aware of the search and has been in contact, and an email has been sent out to medium Rens. Co. libraries. E. Greenstein thanked T. Burke for taking the lead on the task.

V. NEW BUSINESS

Pandemic Operations Plan: T. Burke and J. Favreau worked together to establish the Pandemic Operations Plan for UHLS. It is a NYS requirement however it does not need to be submitted to the state. We will post the document on the UHLS website and share it via email with the staff. Y. Terplak asked if this plan was only for staff and not the tenants – that is correct.

MOTION: Y. Terplak moved to adopt the proposed Pandemic Operations Plan as presented. S. Keitel seconded. Unanimous.

2020 NYS Annual Report: The 2020 NYS Annual Report has been submitted to DLD to meet their deadline however as in year's prior, the Board has the opportunity to review and make changes as needed. J. Marino messaged J. Favreau online to correct her zip code to 12185 but other than that, there were no other suggested changes.

VI. TRUSTEE REPORTS

- ALTM (Y. Terplak): Big thank you to T. Burke for the training you recently did virtually with the ALTM board.
- TROY (E. Greenstein): The TROY board is renaming their library accounting descriptions, and are specifically looking for labels for reserve accounts. If you could/would like to share your chart of accounts, please reach out.
- RCSC (A. Booth): Asked if there was an update from BRLN regarding the variance the Board granted last month. T. Burke stated they recently held a virtual focus group and shared a survey – they are moving forward and making progress. S. Wyner asked if he could see a copy of that survey for future use at STEP – yes.

MOTION: T. Ricard moved to adjourn. J. Dugas Hughes seconded. Unanimous.

Meeting adjourned at 5:42 PM.

04/30/21 J. Favreau