



# UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

## OFFICERS:

|                 |                   |
|-----------------|-------------------|
| President:      | Susan Keitel      |
| Vice-President: | Jackie Marino     |
| Treasurer:      | Fred Wobrock, Jr. |
| Secretary:      | Yvette Terplak    |

## Board of Trustees September 14, 2022

PRESENT: Fred Wobrock, Jr.; Evelyn Greenstein; Yvette Terplak; Lisa Scoons; Camille Engle; Scott Wyner; Susan Keitel; Arlene Way; Joe Burke; Corie Dugas, Marcy Savage

Absent: Antonio Booth; Tara Ricard; Jackie Marino

UHLS Staff: Tim Burke; Judith Wines

**4:38 PM** - Meeting called to order by S. Keitel, President

### I. Oath of Office

S. Keitel administered the Oath of Office to Corie Dugas (beginning her first five-year term).

### II. Minutes

**Motion:** M. Savage moved to approve the July 13, 2022 meeting minutes. Y. Terplak seconded. Unanimous

### III. Director's report

- T. Burke reported that Jona and her baby are healthy and happy. Maternity leave extends into December with a specific return date TBD.
- Financial Review: UHY LLP has completed their financial review for the 2022 FY. Preliminary news is that the report is positive. Mike Zovistoski from UHY will be at the October 12 board meeting to present the report, which will be provided to the board in advance of the meeting.
- Libraries submitted construction grants for funding at the new 90% level in addition to the previously existing 75% and 50% levels. The Services Committee met last week to formulate their recommendations.
- For the first time UHLS will return construction grant funds. August outreach to libraries resulted in APL submitting an application. UHLS has prepared a project to replace all of the florescent fixtures throughout the building with LED fixtures. The total project cost is quoted \$33,340 with \$8,200 estimated to come back to UHLS in the form of NYSERDA rebates. UHLS is eligible for 50% matching

funds from the construction grant program. UHLS staff are making a recommendation to the UHLS Board to approve submittal of an application for this project as part of this grant cycle.

*(n.b. It was agreed to amend the agenda for the Board to consider the staff recommendation to submit a construction grant application for this project.)*

**Motion:** Joe Burke moved to approve a construction grant for UHLS \$33,340 to improve the lighting throughout the building. Arlene Way seconded. Unanimous approval.

- Tomorrow, 9/15/22, the Governor's executive order that permitted emergency operations expires. All public libraries need to go back to full open meetings law compliance.
- Delivery: We're looking at proposals from Arnoff and another vendor. After some negotiation, Arnoff is presenting a number that we can work within our budget. The UHLAN agreement, which expires 12/31/22, will be informed by the new delivery fee. Member libraries will partially absorb the increase but will not be responsible for covering the total cost. This will allow UHLS to keep 5 day a week delivery for all libraries, which is a high priority for UHLS.
- Tim Burke offered congratulations to APL on their hiring of a new director.

#### IV. Committee Reports

##### *Finance Committee*

F. Wobrock noted that July and August Treasurer's Reports have been submitted. As per custom the more recent report was reviewed. Looking at the budget Year-to-Date report, a positive balance is reflected as of August. Some of the NYS income for the year has been recently received, but will be reflected on next month's financial report.

The Building fund is reduced due to full payment for the parking lot project. Reimbursement of 50% of that expenditure is expected from the construction grant program at some future date. Over all the balance sheet is in good shape.

Highlights of July & August spending were reviewed in the purchase journal reports.

**Motion:** The Finance Committee moved to recommend acceptance of the July and August 2022 Treasurer's Reports and Purchase Journals by the UHLS Board. M. Savage seconded. Unanimously approved.

##### *Services Committee*

Service Committee met last week to discuss the construction grant award distribution recommendation (as presented in the Board meeting packet). All projects were funded. Libraries whose projects were eligible to be funded at 50% or 75% were fully funded. Libraries eligible for 90% funding were funded at between 75% and 88% because only 50% of all UHLS construction aid can be spent on projects funded at 90%.

**Motion:** The Services Committee moved the award distribution as presented, which reflects all projects being funded at maximum eligible funding levels for a total of \$868,291, with \$204,453 being turned back to NYS to distribute to other libraries around the state. L. Scoons seconded. Unanimous

## V. Old Business

None

## VI. New Business

Corie Dugas was appointed to Finance Committee.

Discussion of the role of the UHLS Representative Trustees. For the representative trustees (i.e. medium Albany County libraries), there is a suggestion that the representatives for that group of libraries will contact the libraries that they represent and give them the opportunity to give feedback on UHLS, including the possibility of attending an occasional board meeting. The idea of a second stage, where trustees visit boards of other types of libraries from their own was discussed as well. This would be an informal system of maintaining lines of communication between the UHLS Board and the member libraries and increasing the engagement opportunities for UHLS Trustees. M. Savage suggested a video promoting UHLS Board of trustees to member library's trustees. S. Keitel mentioned her concern about the increase in intellectual freedom challenges and the importance of strengthening the relationship and the communication links between UHLS and its member libraries. The Board was asked to consider these ideas and come back for more discussion on this topic at the October meeting.

## VII. Trustee Reports

WSTR: S. Keitel highlighted recent media coverage of intellectual freedom coverage in NY and recommended the children's book *The Librarian of Basra*.

ALTM: Promoted NYLA conference as a venue to promote intellectual freedom and to engage trustees in meaningful continuing education opportunities.

COLN: On a lighter note, M. Savage recommended *George and Martha* books which she is reading with her youngest daughter and falling in love with the books all over again!

**Motion:** Y. Terplak moved to adjourn. J. Burke seconded. Unanimous.

Meeting Adjourned 6:02 p.m.

J. Wines  
9/16/22