



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

**Board of Trustees  
October 11, 2023**

PRESENT: Evelyn Greenstein; Fred Wobrock, Jr.; Camille Engel; Corie Dugas; Yvette Terplak; Marcy Savage; Arlene Way; Debbie Carr; Lisa Scoons  
Excused: Susan Keitel; Jackie Marino; Scott Wyner; Joe Burke  
Absent: Tara Ricard  
UHLS Staff: Tim Burke; Jona Favreau; Mary Fellows; Alexandra Ostwald  
Guests: Michael Zovistoski of UHY LLP; Antonio Booth, UHLS Trustee Emeritus

4:34 PM – Meeting called to order by F. Wobrock, Treasurer, convening the meeting in the absence of both the President and Vice-President.

**I. UHY REPORT ON 2022 FINANCIAL REVIEW.**

Mike Zovistoski from UHY gave the CPA’s financial review report. The primary conclusion is that UHY is not aware of any material modifications that need to be made to the financial statements.

**MOTION:** M. Savage moved to accept the Financial Review Report as presented. C. Engel seconded. Unanimous.

T. Burke reminded the Board that they had time to submit any follow up questions on the report. J. Favreau thanked A. Ostwald for all of her hard work this year, working with Brandon at UHY.

**II. PRESENTATION OF EMERITUS RESOLUTION**

T. Burke presented Antonio Booth with a resolution appointing him Trustee Emeritus. A. Booth stated that he wanted to say thank you to the entire board in person, as he’s had a wonderful experience on this Board and appreciates everything that they’ve taught him over the last ten years.

**III. MINUTES**

**MOTION:** Y. Terplak moved to approve the September 13, 2023 Minutes. C. Dugas seconded. Unanimous.

**IV. DIRECTOR’S REPORT**

T. Burke highlighted the following in his written report:

- Challenge Training Series Presented by UHLS: We wrapped up our “challenge series” of training programs last week immediately following the October meeting of the Director’s

Association. Special shout out to Mary Fellows and Judith Wines for doing a lot of the work to prepare and present these programs.

D. Carr noted that she was disappointed to read that only one library applied for a mini grant from the Outreach Department. T. Burke noted that it had been a number of years since UHLS has offered mini grants so it may have caught a number of directors off-guard, but on the plus, NASS was fully funded.

M. Fellows gave a final Expedition Report:

First, she wanted to thank the Board for all of their support and coming to the party and contributing their time. The Expedition Committee estimates that over 600 people attended the party, based on the number of cars in the lot and the amount of donuts consumed. There were more than 40k visits to our member libraries throughout the Expedition and they estimated that there were about 2k participants, with 918 of them earning their VIP cards! Overall, the program cost about \$17k, with most of the funding coming from saved Outreach grants. She and the committee have learned that: a year wasn't enough time to plan, reordering items was not only a guessing game but also time consuming when their focus could have been turned to promoting the program, and next time they'd provide training videos to member libraries and their staff prior to the start of the program for thorough explanation for and to set realistic expectations. At least six other library systems in NYS have done their own versions of the expedition – we're trend setters! M. Savage asked when would this happen again – maybe in 4-5 years. Frequency not only depends on the staff at member libraries being fully committed, but also funding.

## V. COMMITTEE REPORTS

### Finance Committee

F. Wobrock noted that we're still in the plus even though we've barely recorded any income during the month of September – rental income only. We're still waiting on state aid to trickle in but we've got plenty of money in our reserves to hold us over until then. Looking at the Purchase Journal, F. Wobrock noted that the installation of the security cameras was paid for. This was the construction aid project that was just approved; UHLS will be receiving 50% of the project cost back in 2024 to cover expenses. This project is not only a safety measure for staff but also a perk for potential incoming tenants. There were also expenses tied to the Expedition Party that showed up: donuts, nametags, printing and other smaller expenses that totaled around \$700.

**MOTION:** The Finance Committee moved to adopt the September 2023 Treasurer's Report and Purchase Journal. M. Savage seconded. Unanimous.

F. Wobrock noted that the Finance Committee had received a copy of the 2024 Proposed UHLS Budget. They'll have a week to look it over / make suggestions and then a copy will be emailed out to the entire Board. Please send any questions or comments to him and/or J. Favreau and we'll address them prior to the November meeting, when we'll ask for consideration of approval.

## VI. OLD BUSINESS

Our current tenant, Asian Arts, is very interested in expanding into a larger space within the building and is working with our broker and a contractor to solidify a renovation plan. J. Favreau has also provided the realtor with a list of potential clients in the area to reach out to that may be looking for new space.

## **VII. NEW BUSINESS**

T. Burke noted that meetings will be needed (separately) for both the Administration and Services Committees prior to the next Board meeting. The Administration Committee will need to review a job description with a retirement approaching in 2024 and also a health insurance contribution consideration. The Services Committee will need to review the Proposed Central Library Budget.

## **VIII. TRUSTEE REPORTS**

C. Engel (EGRN): C. Engel is on the Services Committee at EGRN and they are in the process of reviewing all of their policies. They understand that they don't have to reinvent the wheel and have been looking at other library's policies, but were curious if there were a single set of model policies available. T. Burke explained that there is no one list because different types of libraries may have some different policy needs. The NYS Trustee handbook has a recommended policy list for libraries that is a good starting point. In UHLS APL and BETH have some of the most comprehensive policy sets and they have the benefit of being "lawyer vetted policies", so they are great places to start, but their policies may not work for smaller member libraries, so there is not a universal answer. D. Carr shared that she too is working on this with the RCSC Board and they have used the trustee handbook as a resource. Y. Terplak noted that the ALTM Board recently completed this process and suggests scheduling the policy reviews in a staggered order so that in the future your board or committee doesn't have to do this all at once again.

T. Burke noted that next month's meeting is on November 8 – it's going to sneak up on us because it's the earliest a meeting can happen in the month! He also explained that Susan has asked that we send out a committee service preference survey to see if there are any changes necessary in the board's committee assignments. The survey will come from Jona, so look for it in your email in the next few days. Any new committee assignments will be announced at the November 8 meeting and will take effect on 1/1/24.

**MOTION:** C. Dugas moved to adjourn. C. Engel seconded.  
Unanimous.

Meeting adjourned at 5:49 PM.

10/17/23 J. Favreau