



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

**Board of Trustees  
November 8, 2023**

PRESENT: Susan Keitel; Evelyn Greenstein; Fred Wobrock, Jr.; Camille Engel; Corie Dugas; Yvette Terplak; Marcy Savage; Arlene Way; Debbie Carr; Tara Ricard; Scott Wyner; Joe Burke  
Excused: Jackie Marino; Lisa Scoons  
UHLS Staff: Tim Burke; Jona Favreau

4:30 PM – Meeting called to order by S. Keitel, President.

**I. MINUTES**

D. Carr noted that the previous meeting started at 4:33, not 3:33. There was also a section repeated toward the end of the document that can be deleted.

**MOTION:** Y. Terplak moved to approve the October 11, 2023 Minutes. M. Savage seconded. Unanimous.

**II. DIRECTOR’S REPORT**

T. Burke highlighted the following in his written report:

- Construction Grants: All construction grant applications have been submitted and we’re anticipating additional money from NYS to trickle in because it wasn’t all used/allocated by the other systems statewide.
- Election Day: Yesterday was Election Day and a 414 vote passed for the Nassau Free Library! They had asked for a 55% increase. The full UHLS board congratulates that member library for all of their hard work.
- Training Opportunity: Next week UHLS is offering a virtual program for financial stability by T. Burke and J. Wines; discussing 259 and 414 votes. S. Keitel asked if this can be presented to an individual board – yes, in person or virtually. They recently presented to the League of Women Voters on how libraries are funded. There was small attendance but it helped prepare Tim and Judith for next week’s presentation.

**III. COMMITTEE REPORTS**

Finance Committee

Looking at the Treasurer’s Report, F. Wobrock noted that we’ve received some income in the last month, mostly UHLAN fees and \$15k from NYS for the LED lighting construction grant. We’re still waiting for some state funding to trickle in. On the Purchase Journal, F. Wobrock noted the following: UHLS issued a payment to APL for ERO (eContent reordering), a PM on the generator, and a slight increase in the delivery charges. The increase reflects the new CPI rate – we are locked in at a 3.4% increase for the next year.

**MOTION:** The Finance Committee moved to adopt the October 2023 Treasurer's Report and Purchase Journal. S. Wyner seconded. Unanimous.

Services Committee

Y. Terplak reported that the committee met and reviewed the Proposed 2024 Central Library Budget and recommend the Board adopt it as presented. With funding expected to be flat, there's very little wiggle room for adjustments.

**MOTION:** The Services Committee moved to adopt the Proposed 2024 Central Library Budget. C. Dugas seconded. Unanimous.

Administration Committee

M. Savage noted that the committee had a number of items on their agenda for review. The first item was an updated job description for R. Cheng's position, as it hadn't been reviewed in 20+ years and his role has significantly changed since being hired.

**MOTION:** The Administration Committee moved to adopt the job description for the Information Technology Specialist position as written. J. Burke seconded. Unanimous.

The committee then reviewed two sections of the Staff Manual regarding health insurance and longevity bonuses. The longevity bonus was eliminated during COVID and hasn't been reinstated since, due to budget constraints. The proposal is to remove them from the staff manual altogether. The other section refers to health insurance contribution rates. To date, single coverage employees on the UHLS health care plan has never had to contribute toward health insurance. The proposed changes would now require single coverage employees to contribute 25% of the total cost, in line with what the double plans are paying.

**MOTION:** The Administration Committee moved to adopt the two proposed changes in the UHLS Staff manual as presented. C. Engel seconded. Unanimous.

The third agenda item discussed was changing the workweek and full-time definition for UHLS staff from 37.5 hours to 35 hours per week. The presented documentation suggests that the office now open at 9AM, instead of 8:30AM, because during that time frame, no member library is open. This is not a remedy for not being able to increase salaries in 2024 for staff, but a way to help reduce the negative financial impact of the 2024 budget on the UHLS staff. This reduction in hours would not reduce staff salaries.

**MOTION:** The Administration Committee moved to adopt the concept of reducing the full-time definition for UHLS employees from 37.5 to 35 hours per week, effective January 1, 2024. Y. Terplak seconded. Unanimous.

#### IV. OLD BUSINESS

#### V. NEW BUSINESS

T. Burke shared a tenant update that wasn't included in the Director's report. Our current tenant has decided to not move into one of the our larger, open spaces. About 6 months ago, they complained about their 15-year old flooring and requested we cut a hole into it to solve the issue. Because they've decided not to move, we now have to fix the flooring in that space. Please expect us to come to the board in 2024 for a transfer from the restricted building account to cover this necessary expense. We'll be signing with a new realtor later this month once the CBRE contract expires.

2024 Proposed UHLS Budget: Each member of the Board has had a copy of the proposed document for review prior to the meeting. J. Burke noted how hard this must have been on a tight budget and appreciates everyone's work. Hearing no questions –

**MOTION:** The Finance Committee moves to adopt the 2024 Budget as presented. S. Keitel seconded. Unanimous.

S. Keitel announced the new UHLS Board Committee assignments are as follows, effective January 1, 2024:

Administration:	Jackie, Tara, Scott, Mary
Services:	Debbie, Lisa, Corie, Yvette
Finance:	Fred, Evelyn, Arlene, Camie, Joe

J. Favreau will email out a copy of the new committee rosters along with the 2024 UHLS Board Meeting Schedule.

There is no pressing business for the December meeting, should the Board meet?

**MOTION:** S. Keitel moved to cancel the December meeting. C. Dugas seconded. Unanimous.

#### VI. TRUSTEE REPORTS

M. Savage (COLN): There was an interesting article in the [Wall Street Journal](#) regarding Homelessness and Addictions from October 23<sup>rd</sup> that discussed the roles libraries are playing (there is a paywall on the link FYI). Our Director is retiring in December. Their board president Donna Cramer has noted that UHLS has been a huge resource to them. Do the libraries see the value and resources of UHLS? T. Burke shared that yes, more than ever that answer is a resounding yes. M. Savage would like to thank the UHLS staff for everything they do to support the member libraries.

S. Keitel added that she's so proud of UHLS and how you prepare us (the member libraries) for

situations like what's happening in Lake Luzerne. We are so fortunate to have a staff who work so hard and well to support & prepare each and every member library. J. Burke added that in his role of President of the Public Libraries Section of NYLA, many are wishing they had a stronger relationship with their system.

He's never heard of a lack of meaningful relationship within UHLS.

- F. Wobrock (BRUN): The Times Union ran an article on October 27<sup>th</sup> about Antonio's retirement and he mentioned his time serving on the UHLS Board.
- S. Keitel (WSTR): They held their annual Election Day bake sale – there were so many volunteers and they made more than \$500! Something has shifted, it's magic. She is part of the Albany Guardian Society and they are looking to move their programming from their office into the community. T. Burke noted that he'll let J. Wines know.
- A. Way (APL): The Albany Public Library is being invited into their community! They are participating in Read to Lead, which is a basketball program, they're helping their community center open a reading room, invited into a local senior housing complex – this collaboration is welcomed and exciting to be a part of!
- D. Carr (RCSC): The library participated in the Trunk or Treat event at the local school with probably over 600 participants! They were engaging a lot of people, specifically the teens who were on the hunt for the Wendy's ice cream coupons (I Spy theme).

Meeting adjourned at 6:02 PM.

01/05/24 J. Favreau