



**Board of Trustees  
July 13, 2011**

PRESENT: William Colgan, Ronald Ginsburg, Brian Hartson, Anne Kuthy, LouAnne Lundgren, Mary Alice Molgard, Mary Muller, Evelyn Butrico, James Reilly, Celeste Steinke  
EXCUSED: E. Apostol, Yolanda Caldwell, Philip Erlich, Janet Ivory  
UHLS Staff: Tim Burke, Heidi Fuge

4:35 PM – Meeting called to order by M. Muller, President

**I. NOMINATING COMMITTEE**

Report by L. Lundgren, Chair. She presented the proposed slate of officers:

President:	Mary Muller
Vice-President:	William Colgan
Treasurer:	MaryAlice Molgard
Secretary:	Yolanda Caldwell

She asked if there were any nominations from the floor. Hearing none, she asked for a motion to approve the slate as presented.

**MOTION:** C. Steinke moved to accept the slate of officers as presented. J. Reilly seconded. Unanimous.

**MOTION:** L. Lundgren moved, as per the UHLS By-Laws, to allow M. Molgard to serve another term as the Treasurer. R. Ginsburg seconded. Unanimous.

**II. MINUTES**

**MOTION:** J. Reilly moved acceptance of the May 11, 2011 Minutes. R. Ginsburg seconded. Unanimous.

**III. UHLS STAFF REPORT**

Report by T. Burke. He added the following to the written report sent to the Board:

- **VuFIND DISCOVERY TOOL:** The new overlay that replaces AquaBrowser has been very successful there have been no issues and/or problems with it. It is an Open Source software which means that it is free and is also easy to manipulate and customize. Joe Thornton has a good relationship with Villanova University and UHLS is the first consortium to use the program. In using the VuFind program, J. Thornton has saved UHLS about \$15,000 which would have been the cost of the Enterprise overlay. W. Colgan asked if any changes that were being made to the program were being tracked or documented. E. Butrico noted that this program is very easy to change and tracking the changes is integral to the program. She also

noted that the changeover from AquaBrowser to VuFind went very easily and smoothly.

- **CONSTRUCTION GRANT APPLICATIONS:** The deadline for submitting the applications to UHLS is September 2<sup>nd</sup>. They will then be reviewed at the September 14<sup>th</sup> Services Committee meeting. Deadline for submission to the State is October 19<sup>th</sup>. UHLS is also preparing a construction grant application for a new roof.
- **CORE (Community Openess Respect Ethics)TRUSTEE TRAINING:** As of Thursday, July 14<sup>th</sup>, four libraries will have taken advantage of the CORE on-demand Trustee Training Program.
- **STATE AID:** The checks for Basic State Aid, Central Library Aid and LLSA are imminent. The Supplemental Aid is now a permanent funding source.

#### IV. TREASURER'S REPORT

M. Molgard presented the May and June 2011 Treasurer's Reports. She noted that funds are gradually being moved over into the new NBT accounts. Once the new mortgage with NBT is in place, all of the First Niagara accounts will be closed.

**MOTION:** J. Reilly moved acceptance of the May and June 2011 Treasurer's Reports. L. Lundgren seconded. Unanimous.

#### VI. COMMITTEE REPORTS

##### Finance Committee

Report by M. Molgard, Chair. She noted that the Committee reviewed and approved the May Purchase Journal and Payroll totaling \$111,193.54 and the June Purchase Journal and Payroll totaling \$104,830.08.

The Finance Committee recommends that the Board approve the Borrowing Resolution prepared by the UHLS attorney relating to the new mortgage with NBT Bank. H. Fuge read aloud the Resolution, a copy of which is attached at the end of these Minutes.

**MOTION:** J. Reilly moved to approve the Borrowing Resolution. R. Ginsburg seconded. Unanimous.

In addition, the Vice-President will sign a Certification as to Borrowing Resolution and a Certification as to By-Laws.

M. Molgard reported that the Committee reviewed the financial implications of the proposed new contract with ALDS for delivery services. The newly negotiated contract for the years 2011-2014 contains only a few changes:

- rate increases of 2% the first year and 1% for each of the following two years;
- increasing the number of non-delivery holidays from 6 to 12. The 12 holidays match the closed and floating holidays recognized by UHLS. Increasing the number of non-delivery holidays will help to keep the cost of delivery at a manageable level for the UHLS budget;

- a fuel cost “trigger point” of \$4.50/gallon that would, if reached, allow ALDS to open discussions regarding rate changes;
- a statement was added regarding the time period in which negotiations should begin for a contract renewal in 2014.

The Board members agreed that the service is “still a bargain” because it has been so successful and the member libraries have been pleased with it.

**MOTION:** L. Lundgren moved to authorize the Board President to sign the new 2011 - 2014 Contract with ALDS for delivery services. C. Steinke seconded. Unanimous.

M. Molgard reported that the Committee reviewed the Amended 2011 Budget. She noted that the most significant change is that a line has been added that would allow funds to be put back into the operating account to make up for the losses from the previous year.

**MOTION:** A. Kuthy moved acceptance of the amended 2011 Budget. L. Lundgren seconded. Unanimous.

Administration Committee

No meeting - no report

Services Committee

No meeting - no report

Automated Services Committee (ASC)

Report by T. Burke, Chair. He asked if there were any questions about the Automation Report that had been sent to the Board members. No questions.

**VII. NEW BUSINESS**

- **COMMITTEE ASSIGNMENTS:** M. Muller made the following Committee assignments

Administration Committee

James Reilly, Chair  
Yolanda Caldwell  
Philip Erlich  
Anne Kuthy  
Julie Zelman

Services Committee

Erin Apostol, Chair  
Brian Hartson  
LouAnne Lundgren  
Richard Naylor  
Celeste Steinke

Finance Committee

MaryAlice Molgard, Chair  
William Colgan  
Evelyn Butrico  
Ron Ginsburg  
Janet Ivory

She appointed Tim Burke as the Chair of the Automated Services Committee and also as the UHLS Financial Clerk.

- **AUGUST MEETING:** there will not be any Board or Committee meetings in August.

**VIII. TRUSTEE REPORTS**

M. Muller (on behalf of APL)

the Albany Public Library's budget is up for a re-vote. They are seeking a 15% increase which is reduced from the 25% increase that was narrowly defeated by votes in May. All of the same polling places used in May will be used again.

M. Muller (TROY)

the Troy Library's budget as a special district will be voted on in September. The Board will be requesting a 15% increase which only amounts to \$140,000. The voting will be held only in the Main Library and the Lansingburgh Branch.

E. Butrico (EGRN)

Next week, East Greenbush will hold a public hearing on their request for a 2.9% increase.

M. Molgard (BERN)

Happy to report that Berne will soon have a new library building. The Town purchased the former Catholic Church building. The building is in excellent condition, will increase the library's space threefold, and will be terrific. Only a small amount of retro-fitting will be necessary.

C. Steinke (RCSC)

The RCS Library received a \$15,000 grant from the Bender Family Foundation to hire a consultant to assess library needs and create a Master Plan for future development.

**MOTION:**

J. Reilly moved to adjourn, M. Molgard seconded. Unanimous. Meeting adjourned at 5:30 PM.

Heidi A. Fuge  
7/15/11

**NOTE: August meeting canceled. Next Board meeting will be held on Wednesday, September 14<sup>th</sup> at 4:30 PM**

## ***BORROWING RESOLUTION***

A Regular Meeting of the Board of Trustees of the Upper Hudson Library System was convened in public session on July 13, 2011 at 4:35 p.m. local time at the offices of the Upper Hudson Library System at 28 Essex Street, Albany, New York. The meeting was called to order by the President of the Board with the following members present:

**PRESENT:**

Evelyn Butrico, Director  
William Colgan, Vice-President  
Ronald Ginsburg, Trustee  
Brian Hartson, Trustee  
Anne Kuthy, Trustee  
Lou Anne Lundgren, Trustee  
Mary Alice Molgard, Treasurer  
Mary Muller, President  
James Reilly, Trustee  
Celeste Steinke, Trustee

**ABSENT:**

Erin Apostol, Trustee  
Yolanda Caldwell, Secretary  
Philip Erlich, Trustee  
Janet Ivory, Trustee

**ALSO PRESENT:**

Timothy Burke, Executive Director of the Upper Hudson Library System

On motion duly made and seconded, the following resolution was placed before the members of the Board of Trustees of the Upper Hudson Library System:

**RESOLUTION TO APPROVE MORTGAGE FINANCING  
WITH THE NBT BANK, N.A.**

WHEREAS, the Upper Hudson Library System purchased its building at 28 Essex Street, Albany, New York by means of Industrial Development Bond financing in 1992, and

WHEREAS, due to changes in the economic markets, it refinanced those bonds by means of conventional real estate mortgage financing through the Troy Savings Bank; and

WHEREAS, due to further changes in the economic markets, it would now be more cost efficient to pay off the financing with the Troy Savings Bank/ First Niagara Bank and refinance with a different bank, and

WHEREAS, the Board of Trustees and its Finance Committee have fairly investigated

financing options and have determined that the offer extended by NBT Bank, N.A. is most advantageous for that purpose,

NOW, THEREFORE, BE IT RESOLVED that the President of the Board of Trustees of the Upper Hudson Library System is hereby authorized to accept the terms set forth in a certain commitment letter dated June 15, 2011 whereby the NBT Bank, N.A. agreed to lend up to \$628,000.00 for this purpose at either a fixed rate of interest for the first five year period based upon the five year Federal Home Loan Bank Board rate plus 275 basis points or a fixed rate of interest for the first ten year period based upon the ten year Federal Home Loan Bank Board rate plus 275 basis points to be secured by a mortgage lien on the premises at 28 Essex Street, and

BE IT FURTHER RESOLVED, that the President of the Board of Trustees of the Upper Hudson Library System is hereby authorized to sign the Note, the Mortgage and such other and further documents as may be required by the NBT Bank, N.A. to effectuate and implement the financing transaction described in its Commitment Letter of June 15, 2011 and to take any and all further steps that may, upon advice of Counsel, be necessary to carry out that transaction.

Erin Apostol	Absent
Evelyn Butrico	VOTING - Yes
Yolanda Caldwell	Absent
William Colgan	VOTING - Yes
Philip Erlich	Absent
Ronald Ginsburg	VOTING- Yes
Brian Hartson	VOTING - Yes
Janet Ivory	Absent
Anne Kuthy	VOTING - Yes
Lou Anne Lundgren	VOTING - Yes
Mary Alice Molgard	VOTING - Yes
Mary Muller	VOTING - Yes
James Reilly	VOTING - Yes
Celeste Steinke	VOTING - Yes

The Resolution was thereupon declared duly adopted.