



ADMINISTRATION COMMITTEE

August 7, 2006

PRESENT: James Reilly (Chair), Rachel Baum, Cris Blanchard, Mary Muller, Nancy Pieri, Philip Ritter, Heidi Fuge

I. ONE-TIME SUPPLEMENTAL STATE AID

The Committee members discussed options for the disbursement of the one-time State aid payment to the System of \$51,716. P. Ritter reported that the neighboring Systems are using these funds to off-set budget deficits or to make special purchases.

The State would prefer that these funds be spent within the calendar year and the UHLS auditors also prefer that funds be expended within the current fiscal year. P. Ritter must submit a report to the State explaining how the funds will be used. Deadline for the report was July 28th but he informed DLD that the UHLS Board had to approve the expenditure.

Consensus that a portion of the funds could be used for a one-time percentage payment to the UHLS staff. Discussion regarding the percentage. N. Pieri noted that it should be clear that these funds are from the State for the use by the System and she felt that a percentage payment to the staff was acceptable. However, she noted that if we receive funds like this in the future, UHLS will need to have a "shopping list" that would include expenditures that would provide direct services to the member libraries.

The balance remaining after the percentage for the UHLS staff has been determined will be divided equally among the 29 member libraries. M. Muller suggested that they should be encouraged, but not REQUIRED, to use the funds for professional development such as attendance at the 2006 NYLA conference in Saratoga Springs.

C. Blanchard had concerns regarding the salary levels in the member libraries and suggested that the funds should be used to help increase those salary levels. It was pointed out that this would not work in those libraries with Unions.

It was pointed out that included in the special appropriation is \$441,390 that will be made available to the UHLS member libraries for construction.

BOARD ACTION REQUIRED

MOTION: R. Baum moved to recommend that the Board approve the use of the funds to provide a 4% one-time payment to all of the UHLS staff with the balance to be paid in a one-time grant to the 29 member libraries with a recommendation that they use the funds for professional development. M. Muller seconded. AYES: 4, ABSTENTION: 1 Motion passed.

(Over)

II. MEETING WITH REALTORS

H. Fuge reported on a meeting with the realtors from TL Metzger Associates. The realtors had several suggestions for improving the appearance of the building in order to make it more marketable. Several of the suggestions were already in progress at the time of the meeting and others have been undertaken since that time and include:

- weeding in the front of the building and improving the landscaping (weeding completed; CLDC has offered to work on the landscaping)
- clean exterior windows (done - and all of the interior windows were washed and the blinds taken down and cleaned. This was in progress at the time of the meeting)
- seal and re-stripe the parking lots (a paving company suggested by the realtors has been contacted and an agreement signed for the work)
- touch up peeling paint over the main entryway (the work has been discussed with a contractor)

Once the paving project has been completed, H. Fuge will contact the realtors to let them know that their recommendations have been followed.

III. OUTSIDE BUILDING IMPROVEMENTS

A contractor has been hired to work on the back of the building to repair the crumbling plaster and to repair or replace the sills that have shifted and are no longer protecting the lower back of the building. The project was initiated following the discovery that ants had worked their way into the walls. An exterminator took care of the ants and now the back of the building will be repaired and sealed.

IV. CATALOGING SPECIALIST POSITION

P. Ritter reported that Mary Ellen Bena has retired effective July 28th. She has been reducing the hours that she works for UHLS because the amount of cataloging work was decreasing. She did not feel that there was enough work to maintain her part-time (15 hrs per week) position. There are no plans to fill this position since the minimal amount of cataloging that comes to UHLS can be given to CLDC with whom we have an agreement for cataloging work.

Heidi A. Fuge
8/8/06