

**Administration Committee Meeting
Monday, February 10, 2003
MINUTES**

PRESENT: Erin Apostol, Charles Diamond, Philip Ritter, Nancy Pieri, Heidi Fuge

The meeting was called to order by C. Diamond at 4:05 PM.

I. Structural Engineering estimate for building

The Committee discussed the report from Engineer Richard Green. C. Diamond recommended that P. Ritter send a letter to his contact at OGS noting that a structural analysis had been undertaken and a report addressing their concerns was now available; there are no immediate safety issues. The letter should also note that in order to take any further action on the floor, it would be necessary for the Task Force to vacate the premises for at least three weeks.

Discussion regarding the development of five-year plan for the cosmetic work on the outside of the building.

III. Air Quality Study

The Committee reviewed the report from MTI following their free walk-through of the building. They noted that MTI's cost for the study had increased by almost \$2,000. E. Apostol suggested that H. Fuge contact MTI and question the cost increase. In addition, H. Fuge should contact Bagdon Environmental to determine what tests or monitoring would be conducted if they did the Study.

IV. Trustee Award

Discussion regarding the proposed outline for the Trustee of the Year Award. The following changes were made (changes are underlined):

- “Nominees should meet all of the following eligibility requirements”
- “An individual may be nominated by the library Director, by a community member, or by a Trustee.”

Discussion regarding the Lifetime Service Recognition for Trustees- those who have served two or more full terms on a library board and will be retiring in 2003. Directors will be asked to submit names for a list to be distributed at the Annual meeting and for certificates that will be mailed to the trustees.

Board action needed.

MOTION: E. Apostol moved to recommend that the UHLS Board continue the presentation of the Trustee of the Year Award and the Lifetime Service Recognition at the 2003 Annual Meeting. N. Pieri second. Unanimous.

V. Other Business

Discussion regarding materials to be distributed at the Annual Meeting. Consensus that P. Ritter will ask member libraries to send brochures or other hand-out materials and packets will be created one per table.

4:50 PM Meeting adjourned.

NEXT MEETING: Monday, March 10, 2003 at 4:00 PM

Heidi A. Fuge