

Administration Committee Meeting
Monday, February 7, 2005
MINUTES

PRESENT: Rachel Baum, Mary Muller, Nancy Pieri, James Reilly, Philip Ritter, Heidi Fuge

EXCUSED: Cris Blanchard

The meeting was called to order at 4:00 PM by J. Reilly, Chair.

I. TRUSTEE OF THE YEAR AWARD

The Committee members reviewed the draft letter with guidelines for nominating a Trustee of the Year.

MOTION: R. Baum moved to accept the letter and guidelines as presented. N. Pieri seconded. Unanimous.

II. HVAC SOFTWARE PROJECT

H. Fuge reported that 80% of the project is complete. The software is working and there are just a few areas that need fine tuning. UHLS is no longer dependent on an aging computer - the HVAC system is now accessible via a web interface. There is still some training to be done on the use of the system.

III. BUILDING

Discussion regarding the use of the former DEA space. P. Ritter reported that a realtor from Coldwell Prime Properties came and looked at the space. He seemed lukewarm about the possibility of leasing it out but suggested about \$11 per square foot if a tenant could be found. His fee would be 7% of the first year's rent.

P. Ritter reported that at the Directors Association meeting, the Directors were not enthusiastic about converting some of that space into a video conferencing/ training center. He estimates that it would cost about \$200,000 to retrofit the space for training and conferencing and is not eager to embark on the project without the full support of the library directors.

J. Reilly suggested that since it seems like it might be difficult to find another tenant, UHLS should pursue grant funds for the retrofit.

R. Baum suggested IMLS or Verizon as possible funding sources. She offered to investigate further.

M. Muller noted that since training is a strong resource offered by UHLS, a training facility would be a good continuation of this service.

Consensus that at the same time, UHLS should continue to pursue other commercial realtors.

Consensus that a 6% commission would be the highest acceptable.

IV. SPEAKER FOR ANNUAL DINNER MEETING

P. Ritter noted that Frank Mauro from the Fiscal Policy Institute had been suggested by the Directors Association as a speaker for the Meeting. Some of the Committee members were familiar with him as a speaker; consensus not to contact him.

R. Baum suggested the comedy group "Only in New York" aka "OiNK," which does political satire. She will send any information or suggestions to H. Fuge.

4:35 PM meeting adjourned

NEXT MEETING: Monday, March 7th at 4:00 PM.

Heidi A. Fuge
2/8/05