

ADMINISTRATION COMMITTEE

February 6, 2006

PRESENT: James Reilly, Chair; Cris Blanchard; Mary Muller; Nancy Pieri

EXCUSED: Rachel Baum

4:02 PM Meeting called to order

I. Trustee of the Year Award

Committee members reviewed, and approved, the Announcement and Criteria for the 2005 Trustee of the Year Award. Award nominations will be reviewed at the April 10th Administration Committee meeting.

II. Speaker for the Annual Dinner meeting

Discussion regarding preferences for the Speaker: the speaker should, hopefully, be both informative and entertaining. N. Pieri noted that this is a good occasion for UHLS to reach the trustees in the member libraries. P. Ritter and N. Pieri will bring this issue to the next Directors Association meeting to see if there are any suggestions. H. Fuge urged the committee members to "think big" in considering a possible speaker.

III. Realtor contract

P. Ritter reported that the current contract with Prudential Atlantic Blake realty expires in February. He noted that Jeff Cannell (Albany Public Library) might have a recommendation for a realtor. H. Fuge noted that the financial advisers at First Niagara might also have a recommendation.

Consensus that it is necessary to find another realtor.

IV. Other business

P. Ritter noted that all of the interior HVAC work that has been discussed for so long has been completed. Recently, two valves that operate the hot water radiators along the outside wall of the building have been replaced since one was inoperative. They were the original valves and had corroded.

H. Fuge noted that there has been a savings of over \$7,000 in the utility bills in the last year - attributable to the new HVAC system software and better control over the building environment.

Heidi A. Fuge
2/6/06