

ADMINISTRATION COMMITTEE

March 6, 2006

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

VISITORS: Tracy Metzger, Benji Fox

I. DISCUSSION RE CONTRACT WITH TL METZGER ASSOCIATES - REALTOR

T. Metzger presented the Commercial Real Estate contract for listing the former DEA space in the building. She noted that the majority of her business is in commercial leasing and she has good contacts with other realtors and agencies in the Capital District.

The contract is for six months with a 6% commission.

T. Metzger recommended listing the space for a rental fee of \$10 per square foot plus utilities. She noted that the space is in very good condition but that the location is not ideal. However, she will market it for "back office" space or, possibly, office space for the school district. Discussion regarding the limited parking. T. Metzger has contacts with the Harriet Gibbons school and might be able to make arrangements with them for use of parking spaces when needed.

Further discussion regarding janitorial services and any changes to the space based on potential tenant needs. Consensus to leave these topics for later discussion and possible use as a negotiating item with a tenant.

REQUIRES BOARD ACTION

MOTION: C. Blanchard moved to recommend that the Board approve the contract with TL Metzger Associates with the rental fee of \$10 per square foot. R. Baum seconded. Unanimous.

II. SPEAKER FOR THE ANNUAL DINNER MEETING

Committee members viewed a Demo tape from Magician Jim Snack. He offered a program entitled "The Magic of Making a Difference" for the Annual Dinner. This is *"...an upbeat motivational program designed to highlight the qualities of people who make a difference. Using a great deal of humor, magic and audience participation, I celebrate qualities like focus and vision, sense of humor, ability to work with others in a spirit of teamwork, and the willingness to go the extra mile. The program has worked well after dinner as part of other awards recognition events."* He would charge \$1,000 for a local program.

P. Ritter warned that there would be some objections to UHLS paying for an annual dinner speaker.

It was noted that the Directors Association has urged that the Annual Dinner meeting be used for Trustee Training and that the fee can be considered a Trustee Training expense.

P. Ritter brought up two other names that had been mentioned at a Directors Association meeting: Gerry Nichols and Frank Mauro. Gerry Nichols is a former Director of the Suffolk County Library System and had been a speaker at a UHLS Annual Dinner many years ago. P. Ritter did not have any information on Frank Mauro.

Discussion as to whether the cost of the speaker might be re-couped slightly by increasing the cost of the dinner. Consensus that based on the location, this might not be acceptable this year.

REQUIRES BOARD ACTION

MOTION: R. Baum moved to recommend that the Board approve Jim Snack as the speaker for the June 2006 Annual Dinner meeting and pay his fee of \$1,000.
C. Blanchard seconded. Unanimous.

4:50 PM meeting adjourned

Heidi A. Fuge
3/7/06