



## **ADMINISTRATION COMMITTEE**

October 8, 2007

**PRESENT:** James Reilly, Paula Read, Cris Blanchard, Philip Ritter, Heidi Fuge

**EXCUSED:** Charles Diamond, Barbara Nichols Randall

### **I. TRUSTEE and ADVOCATE AWARDS**

Committee members reviewed the revised Guidelines for the Awards.

**MOTION:** C. Blanchard moved to accept the Guidelines as revised. P. Read seconded. Unanimous.

### **II. PERFORMANCE EVALUATION FORMS FOR SYSTEM DIRECTOR**


Committee members discussed the type of form that could be used for the System Director. Consensus that it should not be same form that is used for the other System staff members but should evaluate the achievements of goals and objectives for the organization, rather than an evaluation of individual performance. P. Read noted that there is a good example of this type of form on the website for the Mid-Huson Library System that was mentioned by Josh Cohen at the Trustee Workshop.

Consensus to discuss this again in November including the establishment of goals and objectives, with the idea of having something in place by the end of December to use for the calendar year 2008.

### **III. ESTIMATE FOR GENERATOR**

Committee members reviewed the \$49,000. estimate from Clune Electric. P. Ritter explained the rationale behind this: first, it would provide fairly unlimited time to run the computer system if there is a power outage. The Automation staff looked into an extended battery back-up for the automation system and were given estimates in the \$15,000-\$20,000 range which included ONLY battery back-up for the computers and back-up for the air conditioning system in the computer room. Second, the estimate provided by Clune covers heat and light for the entire building which has become especially important now that we have tenants here in the evenings and on weekends.

Consensus that this seemed to be a needed project. Funds could be taken from the Building Reserve Account. However, before recommending this to the Board, Committee members wanted further information: what make of generator and what is the warranty? Also, the contract from the electrician

Over 

should make it clear that the generator will not power the building-wide air conditioning system, but will power the small air conditioning unit in the computer room. H. Fuge was directed to contact the electrician, obtain further information, and present it at the November meeting.

#### **IV. ESTIMATE FOR INTERIOR PAINTING**

Committee members discussed the two estimates for interior painting: \$25,000 to paint all of the common areas which includes the hallways, doors, bathrooms and meeting rooms; or \$36,000 - \$38,000 to paint all of the common areas and the UHLS offices. The second estimate also includes the expenses of moving the furniture in the offices to accommodate the painting. P. Ritter noted that there has not been any painting done in these areas since UHLS moved into the building in 1991.

#### **REQUIRES BOARD APPROVAL**

**MOTION:** C. Blanchard moved to recommend that the Board approve contracting with Ted Kennedy to paint all of the common areas and the UHLS offices at the cost of \$36,000 - \$38,000. The money to cover this would be taken from the Building Reserve Account. P. Read seconded. Unanimous.

#### **V. OTHER BUSINESS**

H. Fuge reported that NYSCASA has not yet paid their October rent which is due on the first of the month with a 10-day grace period. If the rent is paid after the 10<sup>th</sup>, there is a \$100 late fee. She emailed the finance person at NYSCASA last week to remind her that the rent was due.

4:45 PM Meeting adjourned.

**NEXT MEETING: Monday, November 12<sup>th</sup> at 4:00 PM.**

Heidi A. Fuge  
10/9/07