

**Administration Committee Meeting  
Monday, July 7, 2003  
MINUTES**

**PRESENT:** Erin Apostol, Charles Diamond, George O'Connor, Nancy Pieri, Philip Ritter, Heidi Fuge

**EXCUSED:** Paula Read

The meeting was called to order by C. Diamond at 4:00 PM.

**I. NOVUS Engineering Proposal**

Discussion regarding the proposal from NOVUS to write the specifications, oversee the bidding procedure and oversee the work needed to modify/correct the HVAC system. Total project cost, including NOVUS fee, would be \$14,000-\$15,000.

**BOARD ACTION REQUIRED**

**MOTION:** E. Apostol moved to recommend that the Board accept the NOVUS proposal and undertake the HVAC project for a cost not to exceed \$15,000. G. O'Connor second. Unanimous.

**II. Utility bills evaluation**

H. Fuge distributed a copy of the proposal from National Equity Utility Services regarding an evaluation of all of the utility bills. She noted that she had investigated companies, contacted the RCS School District which had a similar evaluation, and contacted the company that did the RCS evaluation. That company recommended National Equity Utility Services. NOVUS Engineering was also familiar with this company.

**MOTION:** N. Pieri moved that H. Fuge should contact the Public Services Commission, and the Attorney General's office regarding National Equity and these types of services. If the response is positive, she is authorized to request the free, no-obligation, analysis. E. Apostol second. Unanimous.

**III. UHLS Staffing situation**

P. Ritter brought the Committee up-to-date on the current UHLS staff situation following the resignations of Karen Nuckolls, Manager, Automation Services, and Sara Dallas, Manager, Outreach Services. K. Nuckolls left UHLS in mid-June. S. Dallas has not yet given a resignation date pending the resolution of a medical situation.

At this time, P. Ritter has divided the Outreach duties among the other UHLS Managers:

- Rachel Baum will increase to full time and will take on the Outreach title and principal outreach responsibility. She will supervise George Linsley and the courier services.
- Mary Fellows will oversee the rotating collections and supervise Lynn Orme.
- Heidi Fuge will review the Annual Reports submitted by the member libraries and Phil Ritter will be the liaison between the members and the State.
- the proposed LSTA grant "Policies for Results" will still be submitted to the State. S. Dallas will continue to oversee the grant as the Director of the Southern Adirondack Library System. However UHLS will handle the financial aspects. Rob Carle, UHLS Training Specialist, will be the grant administrator at UHLS.

E. Apostol asked if any consideration had been given to additional compensation for the staff taking on additional responsibilities? She expressed concern about the staff reactions to the increased responsibilities. P. Ritter noted that Rachel had been part time. Now that she has moved to full time, she will be compensated at the full time rate.

P. Ritter stressed these divisions of labor are an experiment and that it is possible that further modifications may be necessary. However, he noted that by designating R. Baum as the Outreach Manager, her salary can be covered under the Outreach grant and this will result in a savings for UHLS. In addition, he will not be appointing a Deputy Director. He is taking these steps in anticipation of future funding problems with the State.

P. Ritter reported that he will be meeting with any interested member library directors and staff to discuss the Manager of Automation Services position. He would like input from the libraries in all phases of the search for a new person: job description, advertising, interviewing and selection. It is possible that due to the results of this input, there might be some changes in the organizational structure as far as the Automation and Technology Services Departments are concerned. He noted that they will probably be looking for someone who can head the combined departments but he will be waiting for input from the staff and Directors.

E. Apostol asked how this all fit in with the Singer Study? P. Ritter noted that the only difference will be a possible modification in one area of the organizational chart. These changes will not in any way invalidate the Study.

#### **IV. Dynix network review**

P. Ritter reported that Dynix recommended a complete analysis of the network structure. They made this recommendation to the Directors Association and at a meeting of the Automated Services Committee. Julian Critchfield, Chief Operating Officer of Dynix, submitted a quote of \$10,000 to conduct the analysis. This quote was lower than usual due to their familiarity and prior work on the UHLAN system. P. Ritter discussed the situation with Phil Erlich, noting that the Directors wanted this analysis as soon as possible in order to deal with a serious problem and be prepared to take the next steps in correcting the system. P. Erlich approved doing the network analysis as proposed by Dynix.

The Dynix network analysis has been completed and a final report submitted. They recommended:

- moving away from using RoadRunner
- replacing the defective LinkSys routers in 14 libraries with another brand router. All 14 libraries have agreed to purchase new routers and a group order was placed for them by UHLS. The UHLS Technology Department is configuring the new routers and will send them to the libraries.

P. Ritter noted that although it is after-the-fact, he would appreciate Committee approval of the network analysis.

E. Apostol asked why the network analysis was not conducted in the beginning? P. Ritter noted that it was not a specification in the RFP. Dynix presented their initial requirements for the setup and equipment and UHLS met all of those requirements. The consortium, patchwork make-up of UHLS was made clear to Dynix, and they claimed to be able to work within this structure.

E. Apostol asked if a library doesn't have the funds to make the necessary changes recommended by Dynix, will that impact automation system operation? P. Ritter noted that yes, it would.

Once the network and hardware issues are resolved, it will be time to move on to the software issues.

E. Apostol asked if it would be worth it to have the UHLS attorney review the situation and discuss whether it was their fault that their system did not work on the UHLS network even though they claimed that it would.

P. Ritter noted that the ASC and the Directors Association are holding a joint meeting on July 11<sup>th</sup>, and Julian Critchfield will attend that meeting. He noted that any trustees are welcome to attend. At that time, it will be decided if UHLS will continue with Dynix.

### **BOARD ACTION REQUIRED**

**MOTION:** N. Pieri moved to recommend that the Board approve the payment of the Dynix consulting fee of \$10,000. E. Apostol second. Unanimous.

### **V. Other Business**

E. Apostol suggested that the Board should send a letter of thanks to the staff members who are leaving.

**MOTION:** G. O'Connor moved to adjourn. E. Apostol second. Unanimous.  
Meeting adjourned at 5:20 PM.

**NEXT MEETING: Monday, August 11<sup>th</sup> at 4:00 PM at UHLS**

Heidi A. Fuge  
7/8/03