

SERVICES COMMITTEE

May 14, 2008

PRESENT: Erin Apostol, Brian Hartson, Mary Muller, Lois Prenovost, Philip Ritter, Heidi Fuge

EXCUSED: Robert Jaquay

E. Apostol, Chair, convened the meeting at 3:30 PM.

I. SUMMARY OF RESPONSES TO COURIER SERVICE RFP

P. Ritter outlined the options for the courier service:

1. Continue with current company
2. Handle the service in-house (purchase vehicles, hire staff)
3. Contract with one of the vendors that submitted proposals

P. Ritter reviewed the proposals and noted that only two companies seemed to understand what was involved in the delivery service for us: Custom Courier and A.L. Delivery. Custom Courier would do a good job, but are just too expensive. A.L. would use only company employees for the UHLS service and was willing to sign a 3-year contract with no fuel or rate increase in that time period. P. Ritter would negotiate a 60-day escape clause such as the one in our current contract with Velocity. He noted that the Directors Association and the Administration Committee have both recommended contracting with A.L. Delivery. Although there will be a slight increase in the cost of the service, this can be handled within the current budget, and for 2009, the balance would come from the 2008 Supplemental Aid.

M. Muller noted that she sees contracting with A.L. Delivery as a bridge and that eventually UHLS will probably have to conduct the service in-house. This is a core activity and we need to establish and maintain high standards for this service and that will probably mean taking it over ourselves.

MOTION: L. Prenovost moved to recommend that the Board contract with A.L. Delivery for the courier service and that UHLS give 60-day notice to Velocity. B. Hartson seconded. Unanimous.

II. FIT FOR LIFE LIBRARY GRANT

Committee members reviewed the information for the Fit for Life grant. P. Ritter noted that this grant opportunity just became available and that the submission deadline is June 1st. Fifteen grants ranging from \$10,000 to \$25,000 will be available to urban library systems. Jo-Ann Benedetti contacted Libraries for the Future to confirm that UHLS qualified. In order to apply for the grant, a minimum of ten libraries had to agree to participate: APLM, COLN, BETH, GUIL, TROY, EGRN, HOOV, COHS, VOOR, WTVT. It is possible that RENS might also participate.

MOTION: M. Muller moved to recommend that the Board approve applying to Libraries for the Future for a Fit for Life grant. B. Hartson seconded. Unanimous.

H. Fuge 5/19/08