

**SERVICES COMMITTEE
MINUTES
November 11, 2003**

PRESENT: Erin Apostol, Lois Prenovost, LouAnne Lundgren, Phil Ritter, Heidi Fuge, Robert Jaquay

EXCUSED: Robert Ganz

3:30 meeting called to order by E. Apostol, Chair

I. VARIANCE REQUESTS

The Committee reviewed the variance requests from Stephentown and Brunswick. The libraries are requesting a variance from the state Minimum Standards due to inadequate space.

P. Ritter noted that both of the libraries submit variances every year. Stephentown is working on a renovation project that should be completed in two years. Brunswick has to look for a new site because they cannot expand in their current location.

E. Apostol suggested that letters be sent to the Boards of the two libraries noting that the variances have been accepted but suggesting that the libraries should show some progress toward compliance. These letters might be useful when the libraries are seeking local funding.

BOARD ACTION REQUIRED

MOTION: L. Lundgren moved to recommend that the Board approve the variance requests and that the above-mentioned letters should be sent to the libraries. L. Prenovost seconded. Unanimous.

II. ANNUAL REPORT WORKSHOP

P. Ritter reported that Maria Hazapis, from the Division of Library Development, will present a workshop for the member libraries on how to complete the state Annual Reports. The workshop will be held at 9:00 AM at UHLS on December 16th.

III. CONSTRUCTION GRANTS

P. Ritter presented a summary of the six construction grant requests. He noted that Valley Falls' request did not reach the minimum \$5,000 amount required and that the State will not fund routine maintenance projects. He discussed this request with Valley Falls, but they did not wish to get additional estimates and re-write the grant at this time.

He noted that the State allocates a fixed amount to each library System and it is the System's responsibility to review the grant applications and allocate the funds. The projects can only be funded up to 50% of the total estimate.

R. Jaquay noted that he would have liked the bulk of the funds to go to the smaller libraries since they might have more difficulty in obtaining monies for their projects.

BOARD ACTION REQUIRED

MOTION: L. Prenovost moved to recommend that the Board accept the following construction grant allocations. L. Lundgren seconded. Unanimous.

Bethlehem:	\$7,782 for two ADA restrooms
Stephentown:	\$7,781 for new energy efficient siding
Guilderland:	\$4,525 for better use of space for Youth Services
Nassau:	\$3,257 for energy efficient lighting fixtures
Rensselaerville:	\$2,500 for a dumbwaiter for moving books
Valley Falls:	\$ no allocation - project does not meet grant criteria

4:00 PM meeting adjourned.

NEXT MEETING: Wednesday, December 10th at 3:30 PM.

Heidi A. Fuge
11/13/03