

## **Administration Committee April 6, 2009**

PRESENT: James Reilly, Charles Diamond, Tim Burke, Philip Ritter, Heidi Fuge, Jo-Ann Benedetti

ABSENT: Yolanda Caldwell, Anne Kuthy

4:27 PM Meeting called to order by J. Reilly, Chair.

### **I. SHIPPING ROOM RENOVATION**

J. Benedetti presented a request to enlarge the UHLS Shipping Room. She noted that the current room was created in February 2004 as a 15' x 30' space and was adequate for the amount of materials that were moved within the System at the time. She handed out a chart tracking the quantity of materials that are being handled by the courier every month. Already in 2009, the quantity handled per month almost equals the highest amount handled, mid-Summer, in any of the previous years.

J. Benedetti pointed out that the two most important services offered by the System to the members are the courier service and the automation system. Since August of 2008, when UHLS contracted with the new courier and sorting returned to this building, the service has been exemplary with very few complaints. In order to continue with this quality of service, and to accommodate the ever-increasing amount of materials, the Shipping Room needs to be enlarged. The plan she presented would double the size of the current space.

P. Ritter noted that at this time, we have one bid of \$13,420. to do the necessary work - enlarging the space, building new shelving, moving the metal book ranges, and shifting some of the electrical fixtures.

Committee members walked down and looked at the Shipping Room and considered the project. Consensus that the project should be done, however they would like to see other bids for the work. T. Burke will suggest some contractors with whom he is familiar. Other bids will be obtained and reviewed at the May 11<sup>th</sup> meeting.

### **II. TRUSTEE OF YEAR NOMINATIONS**

Consideration of the nominations was tabled until the May 11<sup>th</sup> meeting when there might be more Committee members available for discussion.

### **III. REPLACE SLIDING DOORS**

H. Fuge presented a request to replace and upgrade the sliding front doors on the UHLS building. She noted that the doors are over 15 years old and have needed several repairs during the last couple of months. When they don't operate correctly, they present a security problem for the building. She presented quotes from three door companies for consideration.

P. Ritter noted that quotes had also been received to replace the side door with push plate doors. Consensus that this would be prohibitive at this time. The quotes will be kept for possible consideration at a later time.

### **REQUIRES BOARD ACTION**

**MOTION:** J. Reilly moved to recommend to the Board that UHLS contract with the Besam Company to replace the front doors as quoted for \$5,600. C. Diamond seconded. Unanimous.

This motion will be brought before the Finance Committee at the April 8<sup>th</sup> meeting.

T. Burke noted that APLM used Besam and the only problem they had was that the key box for locking and unlocking the doors was made of plastic and did not hold up well to continuous use. H. Fuge will contact the company and see if that can be remedied for the UHLS doors.

**NEXT Administration Committee Meeting - Monday, May 11<sup>th</sup> at 4:00 PM**

Heidi A. Fuge  
4/7/09