

Administration Committee Meeting
Monday, October 11, 2004
MINUTES

PRESENT: Charles Diamond, Rachel Baum, James Reilly, Philip Ritter, Heidi Fuge

ABSENT: Nancy Pieri

The meeting was called to order at 4:05 PM by C. Diamond, Chair.

I. USE OF FORMER TASK FORCE SPACE

The Committee members viewed the empty space and discussed the \$1,972. cleaning proposal from Environmental Service Systems. Consensus to accept the proposal. The funds are available in the budget.

H. Fuge will obtain an estimate for patching the walls and painting. This estimate will be for information only since any of this work will be tabled until a decision is made concerning the use of the space. P. Ritter will contact Jean Sheviak at CLDC to see if that organization might consider the space. Their lease would have to be re-negotiated if they were interested.

The Committee asked H. Fuge to check with the UHLS attorney regarding any restrictions on types of tenants. Under the IDA bond agreement, UHLS could only rent to non-profit organizations. Since the mortgage is now with First Niagara Bank, it is possible that the restriction no longer applies.

P. Ritter described a plan for the space including a computer training center and a video-conferencing center. An LSTA grant had been proposed to fund the changes to the space and DLD expressed approval of the plan. However, the Directors Association strongly preferred that an LSTA grant for e-Books be submitted instead.

II. HVAC PROJECT

P. Ritter reported that the new damper was installed on the roof to increase the flow of fresh air into the building and improve the air quality.

H. Fuge is obtaining estimates for new web-based software to control the HVAC system. The current software is not upgradeable and the computer on which it is installed is over ten years old. She will report back to the Committee with the information.

H. Fuge is investigating a generator for the building. She will report back to the Committee with the information.

III. 2005 ANNUAL DINNER

Consensus to hold the June 8th dinner at the Albany Country Club. The Committee directed H. Fuge to make the arrangements.