

Administration Committee February 7, 2012

PRESENT: Yolanda Caldwell, Phil Erlich, Anne Kuthy, Julie Zelman, Heidi Fuge

EXCUSED: James Reilly, Tim Burke

4:10 PM – Meeting called to order by P. Erlich in the absence of J. Reilly

I. 2012 ANNUAL MEETING

Discussion regarding the proposal to hold an after-dinner Open House at the new Altamont Library building. Committee members considered site options and decided that it would be best to go to the Albany Country Club for the dinner and business meeting and then end the evening at the new Altamont Library.

H. Fuge reported that NBT Bank has offered to sponsor the Annual Dinner for \$1500.

BOARD ACTION NEEDED

MOTION: Y. Caldwell moved to recommend to the Board that the June 13th Annual Dinner should be held at the Albany Country Club and then attendees would be invited to the Altamont Library for coffee and dessert . J. Zelman seconded. Unanimous.

II. GUIDELINES FOR AWARDS

Committee members reviewed the Guidelines for the Advocate and Trustee Awards and made several changes to make the wording more consistent and the explanations clearer. H. Fuge was directed to make the changes and then the Guidelines will be distributed to the member libraries.

MOTION: Y. Caldwell moved to accept all of the changes to the Guidelines as discussed. A. Kuthy seconded. Unanimous.

III. PROPOSAL FOR HVAC CONTROLS UPGRADE

Committee members reviewed the proposal from TBS for an upgrade to the HVAC controls and replacement of out-dated actuators on the system. The proposed cost is \$15,200. H. Fuge reported that the owner at TBS has offered UHLS a payment plan with the cost rolled into the annual maintenance fee. She did not know exactly what payment terms he was offering. Option #1 on the proposal was considered to be unnecessary and would not be considered.

MOTION:

A. Kuthy moved to recommend acceptance of this proposal, without Option #1, to the Finance Committee. She suggested that we ask TBS for a three-year payment plan, but to try at least not to go above a cost of \$7,000 per year. J. Zelman seconded. Unanimous.

4:40 PM meeting adjourned.

Heidi A. Fuge
2/8/12