

Administration Committee February 12, 2014

PRESENT: Phil Erlich, Jeremy Martelle Mary Muller, Julie Zelman, Tim Burke, Heidi Fuge

EXCUSED: Antonio Booth

ABSENT: Rosemary Armao

3:40 PM – Meeting called to order by P. Erlich, Chair

I. JUNE ANNUAL DINNER

T. Burke reported that he and H. Fuge visited Settles Hill Banquet House. It was a very nice facility but the location would make it a little too far for the staff and trustees of many of the Rensselaer County libraries. They also drove from the Banquet House to the Berne Library and realized that was not a workable proposition because of the travel time for many attendees. Another option would be to hold the Dinner at the Albany Country Club and then have dessert and coffee at a library such as Voorheesville or Guilderland. J. Zelman noted that visiting a library that did not have something to show off - such as new construction or a new location - was less interesting and she didn't think that it would hold much appeal to dinner attendees.

Consensus that The Century House would be a better location for this year and would be more accessible to everyone from both Counties. T. Burke noted that it might be possible to have the NYLA photographer come to the dinner to take photographs for the READ posters. Further discussion. It was suggested that attendees might be encouraged to "Bring Your Favorite Book" for the photo session.... and there might be further opportunities for activities associated with that. P. Erlich will report this decision to the Board.

II. UPGRADE OF SECURITY AND FIRE ALARM SYSTEMS

T. Burke reported that he and H. Fuge met with a representative from Stanley/Sonitrol to discuss possible upgrades to the security and fire alarm systems. He noted the following considerations:

- the current system with security and fire combined is aging and there have been recent failures and problems
- we need an additional key pad at the back door for staff security and ease of use
- a newer system would make troubleshooting easier and quicker
- we are currently lacking some controls in the tenant areas
- although the current system is grandfathered in, an upgrade would bring it up to current code
- a better system would result in a decreased monthly monitoring fee for the security
- the systems would be split into two sections: security/alarm in one and fire alarm in the second

The cost for the upgrade to the security system would be approximately \$5,309 and the new monitoring fee of \$55.15 would save \$115 per month. The cost of this upgrade could be covered under the building repair/maintenance line in the budget. T. Burke noted that he had spoken with Jean Sheviak, the Director at CLDC (one of our tenants) and they would be willing to pay a portion of the upgrade cost since they participate in the security system.

The cost of the upgrade to the fire alarm system would be \$21,892 if paid outright. The other option would be to make a down payment of \$10,000 and a balance of \$216 monthly until payment is completed (approximately 60 months).

Further discussion. Consensus that the Committee will recommend Board approval of both projects but suggested that prior to signing an agreement with Stanley/Sonitrol, proposals should be requested from at least one, and possibly two other companies: TYCO/ADT and Simplex were suggested as possibilities. J. Martelle suggested several items for consideration: the system should be expandable/scalable with the ability to change if and when there are changes in the spaces in the building; the warranty on the new equipment should be for longer than 90 days; and all of the wiring for the access points should be new.

Heidi A. Fuge
2/13/14