



SERVICES COMMITTEE

May 12, 2010

PRESENT: Erin Apostol, Brian Hartson, Richard Naylor, Mary Muller, Lois Prenovost,
LouAnne Lundgren, Philip Ritter, Heidi Fuge

3:30 PM – Meeting called to order by E. Apostol.

I. CONSTRUCTION NEEDS FOR 2011-2015

Committee members reviewed the annual survey completed by P. Ritter showing the construction needs of the member libraries. He reported that he submitted the survey to DLD at the end of April. The survey shows that there is about \$90 million worth of construction projects among the members. He also reported that the amount had decreased from last year's survey due to the fact that most of the APL projects have been completed.

II. GUIDELINES FOR EVALUATION OF CONSTRUCTION GRANT APPLICATIONS

Committee members reviewed the Guidelines that they developed last year to help the libraries understand the process for Committee review of the Construction Grant applications. R. Naylor reported that he surveyed the member library directors and the current Guidelines were acceptable to them.

MOTION: R. Naylor moved to continue using the current Guidelines. M. Muller seconded. Unanimous.

III. DEADLINE FOR SUBMISSION OF THE CONSTRUCTION GRANT APPLICATIONS

P. Ritter reported that the State has set a deadline of September 24th for submission of the grant applications. However, it is possible that the date will change since DLD cannot post any information until the State Budget is approved and they know how much money is actually available.

It was decided to set the following tentative deadlines:

- July 16th - deadline for submission of materials to UHLS for preliminary review
- July 28th - final deadline for submission of any additional materials to UHLS
- August 11th - review by Services Committee - **meeting to begin at 2:00 PM**
- September 8th - review by UHLS Board of Trustees
- September 24th - deadline for submission to the State

P. Ritter will inform the libraries of these deadlines. It was noted that the grant application form does not change substantially from year-to-year so it is possible for the libraries who have projects to begin gathering information even if they don't have the current form.

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IV. OTHER BUSINESS

E. Apostol asked if all of the Variance Requests had been approved. P. Ritter reported that Brunswick was the last one and since the library moved into the new building, they will not need to request a Variance in the future.

NEXT MEETING: Wednesday, July 14th at 3:30 PM

Heidi A. Fuge
5/14/10