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Administrative Committee Meeting 2-5-24

Attendance: Jill, Katie, Michael, Mari (virtual), Camie (virtual)

1. Schodack contract formula-next steps
 - a. Schodack has not responded, so Mari drafted a letter stating that we are moving forward; she will share this with the committee so that we are prepared to begin budget process in March: proposal is average per capita of Upper Hudson Library Services (UHLS)
 - b. Lynne has agreed to stay on to see this through
2. Fine free report-impact on budget and borrowing
 - a. Increase in membership and circulation
 - b. Improved access for community members
 - c. Positive impact on customer relations
 - d. Minimal impact on material return rates
 - e. Financial impact is about \$11,000 but has allowed staff to reallocate time toward more meaningful services
 - i. Motion to remove \$1/page fee for faxes effective March 1, 2024.
3. Look through and make a motion coming out of committee to approve HHA architectural services proposal for Phase 1 of Capital Project using Construction grant (exterior needs, including EIFS; repair tile in library).
 - a. The committee concurs with the Board's motion to prepare documents necessary to go to bid to engage a contractor to implement the Phase 1 recommendations of the Building Conditions survey; we authorize Jill to sign the agreement.
 - b. Construction grant for Phase 1 is already approved
 - c. Oversight of project
 - i. We must assign a clerk who can internally manage this project so that Jill is not managing the logistics.
 - ii. Should we train someone internally or bring someone into this role?
 - iii. We will know more after the meeting Thursday when we know what needs to happen externally, internally, and with regard to communication.
 - d. Meet Thursday, 2-8-24 at 4:00



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- e. Need to collect bids and finalize our review by April 1, 2024 in order to discuss at Administration Committee meeting that night and award the bid at April board meeting
4. Legislative grant scope of work: beginning discussions in hopes of creating a proposal because accrual may take up to two years (\$250,000)
 - a. Consideration to use this money toward the roof, water heaters, heat pumps, boilers, fire alarm, fees (\$747,000 in 2025), but a supplement will be necessary→ talk about it as part of the budget process
 - b. Repaving road follows as potential 2026 goal
 - c. Discuss next steps with Jay on Thursday
 5. We need to determine whether we are applying for an additional Construction grant by June so that we can offer a basic idea and finalize by August (UHLS)/September (NYS); this will be discussed by budget committee.
 6. \$100,000 transfer into Capital Reserves: discussed and approved by committee
 7. Reserves policy: TBD
 - a. We will address other “overage” in fund balance once we draft and approve a policy.

March: meeting will be extended in order to discuss finances between Services and Admin (6:30-7:00)

1. Reserves policy: address “overage” in fund balance
2. Schodack contract formula: drafted letter→ next steps?
3. Phase 1 of Capital Project using Construction grant:
 - a. How did 2-8-24 meeting go?
 - b. Who will oversee internally?
 - c. Will we be ready to award the bid at April board meeting?
4. Legislative grant (\$250,000): what was Jay’s recommendation–roof, etc.?
5. Additional construction grant: discuss at budget committee and be ready with idea by June for proposal in August (UHLS) and/or September (NYS)