



## ADMINISTRATION COMMITTEE

January 7, 2008

**PRESENT:** James Reilly, Cris Blanchard, Charles Diamond, Paula Read, Barbara Nichols Randall, Philip Ritter, Heidi Fuge

### I. PAINTING PROJECT

H. Fuge reported that the interior painting project was completed with a minimum of disruption. Everything is now nice and clean.

### II. REPORT ON PULISDO SURVEY

P. Ritter reported on his survey of PULISDO members regarding an evaluation of System Directors. (PULISDO = **P**ublic **L**ibrary **S**ystem **D**irectors **O**rganization) He noted that there are 23 Public Library Systems (including UHLS) across the State and the Directors participate in an email listserv. He contacted the listserv, as requested by the Administration Committee, and asked which Systems had evaluations of their Directors. He received 17 responses and compiled those into a handout that he reviewed with the Committee members. He noted that there was a wide variety in the ways in which an evaluation was or was not performed: 7 Systems did not have a process and/or form for an annual performance evaluation of the Director; 10 Systems did have a process and/or form.

#### Discussion:

- J. Reilly reviewed the background for an investigation into the Evaluation process and noted that he is in favor of an Evaluation based on the System's Goals and Objectives, not a subjective evaluation based on personal traits or observations. He suggested that the Committee members should review the information in the handout and make a decision at the next meeting as to how they should proceed.
- P. Read noted that the Committee should encourage the Director, as the professional, to be part of the process in developing a brief form.
- C. Diamond agreed that it should be a cooperative venture for the good of the organization.
- B. Nichols Randall noted that the Evaluation should focus on the goals of the organization.
- P. Ritter noted that it will take time and a commitment on behalf of the Committee members and the Board to produce an Evaluation. He noted that someone must develop a set of organizational goals.
- C. Blanchard thanked P. Ritter for his work in gathering the information.

### III. OTHER BUSINESS

H. Fuge reported that the installation of the generator should begin this month. She is currently investigating solar energy and the possibility of putting solar panels on the roof of the building.

P. Ritter reported that the State has announced the deadlines for the annual Construction Grant. The grant applications are due to the State on September 12<sup>th</sup>. He will set a deadline for submission to UHLS in mid-July so that the Services Committee can review them at their August meeting. He suggested that any libraries interested in submitting the grant applications should begin work in gathering their information now.

Discussion regarding the date of the February meeting. When it appeared that several Committee members were unable to attend the regularly scheduled meeting, the date was changed to 4:00 PM on ***MONDAY, FEBRUARY 4<sup>th</sup>***.

Meeting adjourned at 4:50 PM.

Heidi A. Fuge  
1/8/2008