

Administration Committee May 12, 2008

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

EXCUSED: Cris Blanchard

4:00 PM Meeting called to order by J. Reilly, Chair.

I. COURIER SERVICE RFP

P. Ritter presented his summary of the proposals that he received. He noted that he is presenting this summary to all of the Board Committees as well as to the Directors Association. A.L. Delivery is the company that he recommends and the Directors Association agreed with him. A.L. is a local company based in Albany, they will not use contract employees for the UHLS work, and sorting will be done in our Shipping Room which will give us a measure of control over the process. If the UHLS Board should decide to contract with A.L. Delivery, Velocity Express must be given 60-days notice. This would mean that the new service would probably begin in August.

C. Diamond asked about the type of changes that could be expected with a new company. P. Ritter noted that there would be an adjustment period but that since the current service is so poor, anything would be better.

J. Reilly asked if there had been any discussion regarding the fact that there isn't any fuel adjustment figured into the A.L. proposal. P. Ritter reported that he had spoken to the company about that and was told that it was not a major issue and was not seen as a problem.

Discussion regarding the other companies' proposals and the option of handling the service in-house. P. Read noted that doing it in-house would not be as flexible and it required a greater commitment than contracting out the service - once there was the initial investment in staff and vans, it would be harder to make any changes than if the service was contracted and the contract could simply be canceled if the service was not satisfactory.

MOTION: J. Reilly moved that trying to accomplish the work in-house with new employees and equipment is not a good idea and that the Committee should recommend that the Board approve a courier contract with A.L. Delivery. C. Diamond seconded. Unanimous.

II. UHLS BY-LAWS

Committee members reviewed the By-Laws section-by-section. The Committee will continue to work on the By-Laws and will eventually have a full document with all suggested amendments to present to the UHLS Board for their consideration.

SECTION I - Purpose

MOTION: J. Reilly moved to delete the Vision Statement and amend the Mission Statement to conform with the new Statement in the UHLS Plan of Service and to read: *“The Upper Hudson Library System (UHLS) coordinates resources and activities that will improve the services of the public libraries in Albany and Rensselaer counties.”* P. Read seconded. Unanimous.

SECTION II - Membership

P. Read noted that for the School District libraries with their own representatives on the Board (i.e. Bethlehem, Guilderland, Albany, Troy) the timing of the UHLS Annual Meeting makes it difficult to appoint someone to serve since the new Trustees do not take a seat on the library Board until July. Consensus that the timing has not been a problem since these representatives do not actually need a vote from the UHLS membership. Discussion about considering changing the month in which UHLS holds its Annual Meeting. P. Ritter will investigate to see if there is any legal reason for holding the Meeting in June.

SECTION III - Officers

MOTION: J. Reilly moved to amend the last sentence in the first paragraph to read: *“No officer may serve in one office more than three full terms consecutively, except with a 2/3rds vote of the full Board.”* P. Read seconded. Unanimous.

MOTION: P. Read moved that all instances in the By-Laws that refer to the UHLS Director, should be changed to Executive Director. J. Reilly seconded. Unanimous.

SECTION V - (Executive) Director

MOTION: P. Read moved to delete the last two sentences in the second paragraph: *“The Director is evaluated annually, in writing, by the Board. The evaluation will consider the Director’s performance in the execution of the duties and responsibilities of the position.”* Specific wording regarding any evaluation of the Executive Director would be more appropriate in the Staff Manual and/or in a contract, not in the By-Laws. If there is any change in the evaluation procedure, it should not require an amendment to the By-Laws. C. Diamond seconded. Unanimous.

SECTION VI - Meetings

Discussion regarding the wording in the second paragraph about the posting of the Minutes. The UHLS Intranet will shortly become part of the whole UHLS website and so the wording should reflect the new location of the Minutes.

Discussion regarding the third paragraph and the statements regarding public notice of the Board meetings. P. Ritter will investigate the legal requirements in the Public Officers and Education Law and will report back to the Committee.

J. Reilly noted that in the fourth paragraph, an "s" should be added to President is the statement: "...on written request signed by the Presidents of the Board of Trustees of any ten member libraries."

SECTION VII - Committees

MOTION: J. Reilly moved that the statement explaining the duties of the Nominating Committee for UHLS Trustees should be amended to read: "*The NOMINATING COMMITTEE FOR UHLS TRUSTEES is composed of one member of the Board whose term is not expiring and two members from boards of member libraries, one from each county, who are not members of the UHLS Board. In the cases where the UHLS Trustees are eligible for re-election, the Chair can act alone in nominating those individuals.*" B. Nichols Randall seconded. Unanimous.

III. EXECUTIVE DIRECTOR'S GOALS AND OBJECTIVES

P. Ritter submitted a list of five Goals developed after discussion with the UHLS Management Team. B. Nichols Randall suggested that Advocacy (Goal #14 in the UHLS Plan of Service) should be added to the list.

Discussion regarding delivery as one of the Goals - this will continue to be a priority since many of the libraries do not have the financial resources to buy the materials that their communities want and therefore will need to borrow them from other libraries in the System.

MOTION: B. Nichols Randall moved to add Advocacy to the list of Goals, and with that addition to approve the list as presented. P. Read seconded. Unanimous.

P. Ritter will now begin to develop the objectives for each of the Goals. He will consult the UHLS Management Team and the Directors Association. He will have the complete list with, Objectives, ready by January 2009.

5:25 meeting adjourned.

NEXT MEETING: Monday, August 11th at 4:00 PM.

Heidi A. Fuge
5/13/08