



## **ADMINISTRATION COMMITTEE**

November 13, 2007

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

**EXCUSED:** Charles Diamond

### **I. GENERATOR PROPOSAL**

Committee members discussed the in-depth information that they had requested from Clune Electric regarding the Caterpillar Emergency generator and related equipment.

C. Blanchard asked if there were any other projects that were envisioned in the near future that might need the money from the Building Fund that is being spent on the generator project. P. Ritter noted that the generator is the last of the current projects (which include the interior painting).

The reasons for the purchase were reviewed: both the Directors Association and the Automated Services Committee have urged UHLS to have backup systems for the automation equipment should there be a power failure; there are now more people in the building in the evening and on weekends; the cost for a battery back-up for the automation equipment and the compressor in the computer room was not significantly less than what it costs to have a generator for power for the whole building (excluding the air conditioning compressors on the roof).

The UHLS Board already approved this expenditure pending Administration Committee acceptance of the detailed specifications.

**MOTION:** C. Blanchard moved acceptance of the generator proposal at a cost of \$49,000. P. Read seconded. Unanimous.

### **II. PERFORMANCE EVALUATION FORM**

Committee members reviewed the Performance Evaluation sample and information from the Mid-Hudson Library System. This was a sample of an evaluation for a Library Director. P. Read asked if other Library Systems have evaluation forms for their Director. P. Ritter will survey the PULISDO (Public Library System Directors Organization) membership to find out what other Systems do.

Discussion regarding the development of the annual Goals and Objectives. P. Ritter noted that UHLS has a Long-Range Plan of Service and the Goals and Objectives should relate to that Plan. H. Fuge will email Committee members

with the website address for the System's Long Range Plan of Service so that they can review the Plan: [www.uhls.org/uhrs/about/pos\\_2007-2011.pdf](http://www.uhls.org/uhrs/about/pos_2007-2011.pdf)

Discussion about the timing of the Evaluation. Consensus that the projected Goals and Objectives should begin with P. Ritter's anniversary date in July 2008 and the evaluation would take place one year later in 2009. In the meantime, the Committee will work on assisting with the development of the Goals and Objectives, finalizing an Evaluation Form, and developing an Evaluation process.

### **III. OTHER BUSINESS**

H. Fuge noted that UHLS will be getting its electricity through a renewable/green energy source called EnviroGen which is hydro and bioenergy. National Grid is still the conduit for the electricity but EnviroGen is the supplier. B. Nichols Randall suggested that the NYLA website might have some further information on renewable energy sources.

Discussion regarding the deadline for Nominations for the annual Trustee and Advocate Awards. H. Fuge noted that there has been an early interest in the revised Guidelines and she suggested that a deadline should be established now as the libraries are requesting the information. Consensus to use Monday, February 25<sup>th</sup> as the deadline for the Awards that are the responsibility of the Administration Committee.

4:40 PM meeting adjourned.

At this time it does not appear to be necessary to have a December meeting.

Heidi A. Fuge  
11/13/07