

## Administration Committee October 6, 2008

PRESENT: James Reilly, Cris Blanchard, Tim Burke, Yolanda Caldwell, Charles Diamond, Philip Ritter, Heidi Fuge

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

### I. EXECUTIVE DIRECTOR GOALS AND OBJECTIVES

The Committee discussed, line-by-line, the Proposed Goals and Objectives for 2009 in the draft dated 8/22/2008. There were only a few suggested **changes**:

- The second sentence of the Introduction should read: “The document outlines the System’s **primary** organizational goals **for 2009**.....
- Goal 5A: ~~Provide for an incentive to~~ Encourage **and provide support services to** member library directors and/or trustees to invite legislators to their library events at least once a year.

Consensus to remove the word “incentive” due to concerns regarding the budget and the State funding situation in 2009 and no one could suggest anything non-monetary that was a big enough incentive. Support services might include a template/packet of information similar to that distributed by Libby Post at the Trustee Workshop.

P. Ritter expressed concern about the Goal 3A regarding workshops in respect to the funding situation. He noted that the member library staff want nationally-recognized speakers for most workshops and these tend to be expensive. J. Reilly responded that the performance of any of the Goals would take into account the financial situation. Y. Caldwell suggested that there might be other ways to meet the Goal: webinars, etc.

P. Ritter noted that under Goal 3C, the subsidized training would also be affected by the budget constraints. Consensus that the subsidized training sessions would count toward the number of workshops in 3A.

Under Goal 4D, P. Ritter noted the dwindling grant opportunities.

P. Ritter noted that Goal 6A was a priority for the trustees who attended the most recent Workshop and completed the Survey form. He suggested that a program/workshop on building layout and construction should be a special stand-alone workshop, possibly even a full-day program.

Discussion about the mechanism/framework for monitoring how the Goals and Objectives are being met throughout the year. P. Ritter noted that he gives the Board a monthly

written report and can give an oral report to the Administration Committee - he noted that there will need to be regular meetings to review the UHLS progress on achieving the Goals. Discussion regarding the frequency of the reporting. Consensus that a progress report in May and one in October would probably be sufficient to keep the Committee (and Board) informed. Consensus that the Goals and Objectives will not be presented to the Board until the mechanism for reporting has also been established. J. Reilly asked what input the Committee members needed to determine how the Goals are being met: input from the Directors Association would be brought to the Committee via the representative (currently T. Burke) and the Trustees would get input directly from the staff in the libraries which they represent. This would be combined with the progress report from the Executive Director.

Y. Caldwell and C. Blanchard volunteered to draft a variety of scenarios for gathering and evaluating information about the achievement of the Goals and Objectives. They will present their drafts at the November 10<sup>th</sup> Administration Committee meeting.

**MOTION:** T. Burke moved to accept the 2009 Goals and Objectives as amended. Y. Caldwell seconded. Unanimous.

5:15 PM meeting adjourned.

NEXT MEETING: Monday, November 10<sup>th</sup> at 4:00 PM

Heidi A. Fuge  
10/7/08