



ADMINISTRATION COMMITTEE

September 10, 2007

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

I. UPDATE ON ASIAN ARTS

P. Ritter reported that the Asian Arts Group has moved in, paid their September rent, and are preparing to begin classes. They seem very satisfied with the space.

II. TRUSTEE and ADVOCATE AWARDS

Committee members spent a great deal of time discussing the criteria for the Awards. Consensus to call the criteria "Guidelines" and to remove the weighted component (point system) on both Awards. It was felt that the listing of the items that the Committee members will look for in a successful application is more important than a point system.

MOTION: C. Blanchard moved to call the criteria "Guidelines" and to accept the Advocate Guidelines as presented and the Trustee Guidelines as modified. M. Muller seconded. Unanimous.

III. OTHER BUSINESS

- Performance Evaluation forms: J. Reilly suggested that the Committee should review possible Performance Evaluation forms for the System Director. The Committee asked H. Fuge to produce copies of the normal staff evaluation forms and the forms used for previous System Directors and send them to the Committee members for their consideration. B. Nichols Randall will also produce copies of the form used for the Guilderland Director.
- M. Muller asked about setting the Committee meetings on a different day. Discussion. Consensus to wait until the new Board officers have been elected and the new Committee assignments have been made and then it might be possible for M. Muller to move to a different Committee for increased experience.

BOARD ACTION NEEDED

- Discussion regarding the June 11, 2008 Annual Dinner. Consensus to recommend that the Board approve the Albany Country Club as the 2008 location. Further discussion regarding possible speakers (Jeff Cannell, Dennis Gaffney) and it was suggested that Trustees should be encouraged to sit at tables with trustees from other libraries. H. Fuge suggested that the Board members could go back to their individual library boards and sound them out on a new seating arrangement.

5:05 PM Meeting adjourned

NEXT MEETING: Monday, October 8th at 4:00 PM

Heidi A. Fuge