

Administration Committee September 8, 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. UHLS BY-LAWS

The Committee concluded its review and amending of the UHLS By-Laws. C. Blanchard questioned some of the changes made at the previous meeting. P. Ritter explained that the Vision Statement was deleted since it no longer exists following the Board acceptance of the most recent UHLS Plan of Service. The unadorned Mission Statement has also been accepted by the Board as per the Plan of Service.

The following sections were discussed and/or amended at this meeting:

- Section V: Executive Director.
C. Blanchard questioned the deletion of the sentence regarding the evaluation of the Executive Director. The Committee had decided to remove the statement at the last meeting since they felt it was covered in the UHLS Staff Manual. T. Burke suggested putting the statement "The Executive Director shall be evaluated annually by the Board" as the last sentence in the first paragraph. Consensus.
- Section VI: Meetings
P. Ritter handed out a copy of the UHLS Charter in response to a question regarding term expirations and the date of the Annual Meeting. He reported that he also discussed this question with Joseph Mattie at DLD. UHLS is required to elect/re-elect Trustees by the end of June since terms begin July 1st. J. Mattie noted that UHLS is NOT required to hold an annual meeting, but if a meeting is not held, then UHLS must come up with a procedure for electing trustees to take office as of July 1st. After discussion, it was decided to maintain the *status quo* and continue with the June Annual Dinner Meeting.

P. Ritter handed out copies of the Education Law and Public Officers Law referred to in the By-Laws. At this time, UHLS sends out notices of the monthly Board meetings to all UHLS Board members in advance of the meeting. Announcements are also placed on the UHLS website and in the bi-monthly newsletter. However, it was decided that this does not meet the requirement for public notification of the meetings, and announcements should be sent to the *Times Union* and the *Troy Record*. In addition, announcements should be sent to each member library with a request to post in a public place. T. Burke will give H. Fuge the contact information that APL uses for their announcements in the *Times Union*. Consensus to delete the last sentence in paragraph 3.

- Section VII: Committees
Under the paragraph dealing with the Nominating Committee for UHLS Trustees and the paragraph dealing with the Nominating Committee for UHLS Officers, there were several minor changes to make the statements clearer.

MOTION: J. Reilly moved to hand out the amended By-Laws to the UHLS Board of Trustees at the September 10th meeting for their review. The By-Laws will be voted on at the October 8th Board meeting. C. Diamond seconded. Unanimous.

II. EXECUTIVE DIRECTOR GOALS AND OBJECTIVES

P. Ritter explained that he had sent out a second Draft of Goals and Objectives dated 8/22/08. He produced this Draft following discussions and input from T. Burke as a member of the Directors Association. The changes made from the 7/21/08 Draft included the addition of an introduction and “pro-active” language added to several sections.

C. Blanchard/Y. Caldwell asked if there were any new tasks or objectives that varied from what was done in the past? P. Ritter noted the following:

- Section 1b: working with other Systems to ensure exchange of materials
- Section 2c: seeking a new automation system
- Section 4a: annual survey
- Section 5a: provide an incentive for better advocacy - P. Ritter is concerned about how this will be accomplished, especially in light of the recent funding cutbacks and he will seek input from the Directors Association on the type of incentive to be offered.
- Section 6a: workshop on library design

T. Burke noted that the Goals probably won't change much from year to year, since they are based on the Plan of Service, but the objectives will change. P. Ritter noted that UHLS has 17 Goals in the Plan of Service and only six were selected in order to make the Evaluation process smoother and less unwieldy.

Consensus to continue to review the 8/22/08 Draft at the October Committee meeting.

III. 2009 ANNUAL DINNER

Discussion regarding location and speaker.

REQUIRES BOARD ACTION

MOTION: Y. Caldwell moved to recommend that the Board approve holding the June 2009 Annual Dinner at the Albany Country Club. T. Burke seconded. Unanimous.

P. Ritter asked the Trustees to think about possible speakers and the UHLS staff will also come up with speaker candidates. It was noted that both Jim Snack and Karen Hyman were enjoyed because of the humor in their presentations. Consensus to allow up to \$2,000 as a speaker's fee.

5:15 PM Meeting adjourned.

Heidi A. Fuge
9/9/08