

**Administration Committee Meeting  
Monday, August 11, 2003  
MINUTES**

**PRESENT:** George O'Connor, Nancy Pieri, Paula Read, James Reilly, Philip Ritter, Heidi Fuge

**EXCUSED:** Charles Diamond

The meeting was called to order by P. Read at 4:00 PM.

**I. Organizational Chart/Job Descriptions**

P. Ritter presented the new job descriptions for the Systems Administrator position and for the Manager of Automation Services. He noted that these descriptions were developed with input from six library directors appointed by the Directors Association to assist him. The Systems Administrator will concentrate on hands-on technology work and will not supervise any other staff members.

P. Ritter pointed out the changes in the organizational chart: the Technology Department and the Automation Services Department will be combined under the Manager of Automation Services.

P. Ritter noted that the position of Manager, Technology Services (Grade 8) would be re-classified as Systems Administrator (Grade 7). The major change in job duties would be to eliminate the supervisory work. The current employee in the Manager position has indicated that he will accept this re-classification. His salary will not change.

G. O'Connor asked if there would still be room in the lower salary scale for this employee to grow? P. Ritter responded that his current salary would be slightly above the median level at the new grade so there would be room for increases.

G. O'Connor suggested that wording such as "including on-site services at member libraries as needed" should be added to line #2 of the Systems Administrator's job description and line #11 of the Manager of Automation Services' job description to make it clear that there is field work and travel involved in those positions.

**BOARD ACTION REQUIRED**

**MOTION:** N. Pieri moved to accept the job descriptions and organizational changes as amended. J. Reilly seconded. Unanimous.

P. Ritter noted that there will be further changes to the organizational chart and other job descriptions, probably in October, when Sara Dallas leaves. Her duties and supervisory responsibilities will be divided among the other Managers. He will present those revisions at the appropriate time.

**V. Other Business**

P. Ritter opened the discussion of UHLS compliance with the Children's Internet Protection Act (CIPA). UHLS will have to take some sort of action on this issue before July 2004. Organizations that choose not to comply with CIPA will lose the Internet refund portion of the

e-rate funds. P. Ritter explained that the e-rate funds are refunds from utilities companies for both internet access costs and telecommunications costs. He presented a chart showing the amounts of telecommunications funds and internet access funds that are received by UHLS and the member libraries. In order to comply with the CIPA regulations, UHLS would have to purchase filtering software for all of the staff computers in the UHLS offices. The software, licenses, and staff time would cost approximately \$18,000 which is just about the amount of the e-rate refunds. He recommended that, financially, it would not be worth it to purchase and maintain the software, especially since UHLS does not maintain any public access computers. In addition, he is philosophically opposed to filtering.

If UHLS decides not to comply with CIPA, we can no longer file the reimbursement applications for any member libraries who are in compliance - they will have to do their own paperwork.

Consensus to discuss this issue further at future Committee meetings before making a recommendation to the Board of Trustees.

4:50 PM: Meeting adjourned

**NEXT MEETING: Monday, September 8<sup>th</sup> at 4:00 PM at UHLS**

Heidi A. Fuge  
8/12/03