

Administration Committee May 11, 2009

PRESENT: James Reilly, Tim Burke, Yolanda Caldwell, Charles Diamond, Anne Kuthy, Philip Ritter, Heidi Fuge

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

I. TRUSTEE OF THE YEAR AWARD

Consideration of the Nominations had been tabled at the April meeting pending larger Committee participation. There was extensive discussion of the three nominees: Ellen Bach, Bruce Fernald and Robert Ganz.

MOTION: C. Diamond moved to give the Trustee of the Year Award to Robert E. Ganz from the Guilderland Library. A. Kuthy seconded. Unanimous.

II. SHIPPING ROOM RENOVATION

Committee members reviewed the three estimates for the renovations: Ted Kennedy (\$13,420.); L & R Enterprises (\$6,975.) and Classic Custom Construction (\$5,640.) The project would be funded from the Building Reserve Account. There was some discussion about what should be done if the selected contractor was unable to start the project within a reasonable amount of time. Consensus to leave the time schedule up to the UHLS staff. If the delay seems too long, the staff will contact the Committee members via email for any further instructions.

REQUIRES BOARD ACTION

MOTION: Y. Caldwell moved to recommend that the Board accept the proposal from Classic Custom Construction. C. Diamond seconded. Unanimous.

III. EXECUTIVE DIRECTOR INTERIM REPORT

Committee members reviewed the Interim report submitted by P. Ritter as part of the Executive Director's annual evaluation. J. Reilly explained the background for the report, noting that this was an Interim Progress Report based on a selected set of Goals and Objectives. The Administration Committee is responsible for overseeing the evaluation process.

A. Kuthy said that it appeared that P. Ritter had accomplished a great deal so far this year.

Y Caldwell congratulated P. Ritter on the report and the goals accomplished to date. She asked if it would be appropriate for him to add any leadership comments about the progress on achieving the goals. P. Ritter said that he thought it was more appropriate to

keep it as an objective and factual report.

The Report will be distributed at the Board meeting and any Board members with questions will be asked to email them to J. Reilly (jreilly@herzoglaw.com) who will compile them and send them on to P. Ritter. All questions should be emailed to J. Reilly by the end of May.

IV. SALE OF SISTER ANNE BRYAN SMOLLIN'S BOOK AT THE ANNUAL MEETING

P. Ritter reported that he had received an email from New City Press, the publisher for Sister A. B. Smollin's most recent book. In the email, the publisher asked if UHLS would be interested in offering paperback and/or hard cover copies of the book for sale at the Annual Meeting. The publisher would give UHLS a 25% discount on all books sold. Any unsold books could be returned to the publisher for credit. T. Burke noted that Albany Public frequently offers books for sale when the author is giving a presentation at the library. It was suggested that 50 books, a combination of paperback and hard cover, could be offered.

REQUIRES BOARD ACTION

MOTION: Y. Caldwell moved to recommend that the Board approve the sale of the books as proposed by the publisher. The books would be sold at face value, i.e. \$9.95 for the paperback and \$14.95 for the hard cover. T. Burke seconded. Unanimous.

If the Board approves the sale of the books, Y. Caldwell volunteered to assist with the arrangements at the Annual Meeting.

MOTION: A. Kuthy moved to adjourn the meeting. C. Diamond seconded. Unanimous. Meeting adjourned at 4:55 PM.

NEXT MEETING: to be determined.

Heidi A. Fuge
5/12/09