

**Administration Committee Meeting  
Monday, March 10, 2003  
MINUTES**

**PRESENT:** Erin Apostol, Charles Diamond, George O'Connor, Nancy Pieri, Philip Ritter, Heidi Fuge

**EXCUSED:** Paula Read

The meeting was called to order by C. Diamond at 4:05 PM.

**I. Air Quality Study**

The Committee discussed the supplemental proposal from Bagdon Environmental. There is money in the budget to accomplish this Study. In addition, there is a building fund that has been set aside for major building projects.

**BOARD ACTION NEEDED**

**MOTION:** G. O'Connor moved to recommend that the Board contract with Bagdon Environmental as per their supplemental proposal for the air quality study at a maximum cost of \$2900 for the initial project and a maximum cost of \$2500 for any follow-up testing. E. Apostol second. Unanimous.

**II. Change in Personnel Policy**

The Committee discussed the proposed changes to the Personnel Policy:

- change some closed holidays to floating holidays to accommodate the needs of the member libraries
- change the increments by which annual leave, personal leave and sick leave are taken and allow all of them to be taken in ½ hour increments for consistency in tracking.

Discussion regarding the floating holiday schedule - should all of the floating holidays be given at the beginning of the year for use within that calendar year or should they be used as per the current policy? E. Apostol noted that if the holidays are given at the beginning of the year, there should be a statement in the Policy noting that unused floating holidays are not payable upon termination, resignation, etc.

H. Fuge noted that the UHLS staff are anticipating that the new holiday schedule would not go into effect until 2004. In addition, they were expecting that the holidays would be given at the beginning of the year for use within that year.

Consensus that the ½ hour increments are acceptable. However, no changes will be made to the Personnel Policy until all of the above have been decided.

Further consideration was tabled until the next meeting and the Committee asked P. Ritter to discuss the floating holidays with the staff again:

- would it be acceptable to continue the current method of using floating holidays? (i.e. must be used before that date in the following year)
- how would the staff feel about starting the new schedule in 2003 instead of 2004?

P. Ritter will report at the next Committee meeting.

### **III. Director of the Year Award**

Discussion regarding the proposed outline for the Director of the Year Award. Consensus that further consideration is needed and the Award will not be given in 2003.

**NEXT MEETING: Monday, April 7, 2003 at 4:00 PM**

Heidi A. Fuge  
3/11/03