

**Administration Committee Meeting
Monday, April 7, 2003
MINUTES**

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

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

I. Director of the Year Award

The Directors Association will not be meeting again until May, their April meeting was canceled, and this has not been discussed. C. Diamond suggested that since this will be awarded by the Directors Association, perhaps it does not need Administration Committee approval. P. Ritter noted that if it is going to be presented at the UHLS Annual Meeting, it does need Board oversight/approval.

Discussion tabled until further information is received from the Directors Association.

II. Change in Personnel Policy

P. Ritter reported on his discussion with the UHLS staff regarding the proposed Floating holidays. The staff is satisfied with the current way in which the Floating holidays can be used.

BOARD ACTION REQUIRED

MOTION: E. Apostol moved to recommend that the Board approve the proposed changes to the UHLS Personnel Policy, effective immediately:

1. change the following **Closed** holidays to **Floating** holidays to accommodate the needs of the member libraries (ML King Jr. Day, Presidents Day, Columbus Day and the Day After Thanksgiving).
2. 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.

N. Pieri second. Unanimous.

III. Annual Dinner Meeting

P. Ritter reported that Dr. Maurice Freedman, President of the American Library Association, has agreed to be the speaker.

The Committee reviewed the proposed Agenda. H. Fuge noted that the dinner selections will be: crown sirloin, chicken picatta or vegetable wellington. The cost of the dinner has increased to \$25 per person.

IV. Trustee of the Year Award

The Committee members reviewed the five nominations and expressed approval of the varied activities conducted by all of the nominees. Two were selected as the most outstanding: Patricia Carlson from the Brunswick Community Library and Lester Warren from the William K. Sanford Town Library (Colonie). The awards will be presented at the June 11th dinner meeting.

NEXT MEETING: Monday, May 12th at 4:00 PM at UHLS

Heidi A. Fuge
4/8/03