

**Administration Committee Meeting**  
**Monday, October 6, 2003**  
**MINUTES**

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

**EXCUSED:** Charles Diamond

**ABSENT:** James Reilly

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

**I. Report on Search for Manager of Automation Services**

P. Ritter reported that he has received 49 applications to date. The Search Committee selected three candidates that they invited for interviews. The interviews are being held on October 2<sup>nd</sup>, 7<sup>th</sup>, and 9<sup>th</sup>. One candidate is coming from Boston, one lives in the Albany area, and one is flying in from Wisconsin.

The Search Committee will meet on October 14<sup>th</sup> to decide if any of the three candidates should be offered the position or if any other applicants should be considered. UHLS is still accepting applications and the position will remain open until filled.

**II. Other personnel information**

P. Ritter noted that Sara Dallas has now given a final resignation date of October 14<sup>th</sup>. Her surgery was successful and she has returned home for recovery.

**III. Novus preliminary report**

The Committee reviewed the preliminary report from Novus Engineering outlining their conclusions on the air quality study and their recommendations for future action.

**IV. Childrens' Internet Protection Act (CIPA)**

P. Ritter distributed a chart showing an analysis of the actions being taken by the member libraries in relation to CIPA. The chart showed that the majority of the libraries (18) indicated that their CIPA compliance or non-compliance is still under consideration. P. Ritter explained that many of the libraries are waiting to see what action UHLS will be taking.

It is necessary to make a decision at this time since the next round of e-rate applications will only offer two choices: to comply or not comply with CIPA. In addition, since the turn-around time on the applications is so quick, it is possible that they will come and need to be returned before a Board meeting can be held to make a decision.

P. Ritter explained that if UHLS should select non-compliance, there would be a loss of about \$16,000 in e-rate funds. However, in order to comply with the CIPA regulations, it would cost UHLS approximately \$16,000 to put the appropriate filters in place. He suggested that since there are no children using the computers in the UHLS offices, there is really no reason to comply with CIPA. He noted that the CIPA regulations are slanted more for filtering in public schools than in public libraries.

N. Pieri read the following statement from the Directors Association:

“At the October 3, 2003 meeting of the Directors Association, a motion was made for a statement to be delivered to the UHLS Administration Committee: *As library professionals, the members of the Directors Association recommend that Upper Hudson not comply with CIPA.*”

P. Ritter noted that if UHLS chooses non-compliance, we can no longer file the e-rate applications for those members who choose to comply. UHLS will continue to assist the members in completing their applications, but the libraries must mail in their own applications. N. Pieri noted that many of the Directors at the October meeting were aware that they might now have to complete their own applications but still voted for non-compliance by UHLS.

## **BOARD ACTION REQUIRED**

**MOTION:** P. Read moved that the Administration Committee recommend to the Board of Trustees that UHLS goes on record as choosing non-compliance with the CIPA regulations. G. O'Connor second. Unanimous.

### **V. Other Business**

Discussion regarding the location for the UHLS Annual Dinner in June 2004. H. Fuge reported that she has spoken with staff members at Emma Willard School about the possibility of using that site and is waiting for a call back.

**MOTION:** G. O'Connor moved that UHLS should hold its Annual Dinner at the Albany Country Club in June 2004, unless H. Fuge decides that the Emma Willard School would be acceptable. P. Read second. Unanimous.

**NEXT MEETING:** there will not be a November meeting unless there is urgent business to consider. The December meeting is scheduled for December 8<sup>th</sup> at 4:00 PM.

Heidi A. Fuge  
10/7/03