

**Administration Committee Meeting**  
**Monday, January 12, 2004**  
**MINUTES**

**PRESENT:** Charles Diamond, Paula Read, James Reilly, Philip Ritter, Heidi Fuge

**EXCUSED:** Nancy Pieri

**ABSENT:** George O'Connor

The meeting was called to order at 4:10 PM.

**I. ORGANIZATIONAL CHANGES**

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P. Ritter reviewed the proposed changes precipitated by the resignation of Sara Dallas, Manager of Outreach Services:

- he is not anticipating hiring a new staff person, instead, the Outreach responsibilities have been divided among several staff members. The majority of the tasks have been taken on by Rachel Baum.
- due to the changes in responsibilities, the job descriptions for Rachel Baum and Mary Fellows have been re-written and include job title changes. Rachel Baum's title will be **Manager of Information and Outreach Services**; Mary Fellow's title will be **Manager of Youth and Family Services**. They will each be taking on an additional person to supervise.

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**BOARD ACTION REQUIRED**

**MOTION:** P. Read moved to recommend that the Board approve the revised job descriptions and organizational chart. J. Reilly second. Unanimous.

**II. OTHER BUSINESS**

H. Fuge summarized the situation regarding the HVAC project: UHLS is waiting for the estimate to build an air-tight trapdoor in the Boiler Room and to seal the cracks and holes in that room in order to prevent that air from circulating through the building. Once this has been accomplished, Bagdon Environmental Services will go ahead with the plans and bidding for the additional air venting project.

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These changes have been in place since October and everything has been functioning smoothly. P. Ritter noted that the job descriptions and revised organizational chart have been reviewed and approved by the pertinent staff members. In addition, they have also been reviewed by the Directors Association.

**BOARD ACTION REQUIRED**

**MOTION:** P. Read moved to recommend that the Board approve the revised job descriptions and organizational chart. J. Reilly second. Unanimous.

**II. OTHER BUSINESS**

H. Fuge summarized the situation regarding the HVAC project: UHLS is waiting for the estimate to build an air-tight trapdoor in the Boiler Room and to seal the cracks and holes in that room in order to prevent that air from circulating through the building. Once this has been accomplished, Bagdon Environmental Services will go ahead with the plans and bidding for the additional air venting project.

C. Diamond asked the status of the Task Force. H. Fuge noted that they anticipate moving out sometime around May.

P. Ritter outlined the actions being taken regarding the courier: a survey was conducted by an outside consultant who will present a report to the Capital District Library Council (CDLC), Mohawk Valley Library System (MVLS), Southern Adirondack Library System (SALS) and UHLS on the feasibility of a joint courier service in the Capital Region.

4:35 PM Meeting adjourned.

**NEXT MEETING: Monday, February 9, 2004 at 4:00 PM**

Heidi A. Fuge  
1/13/04

**Administration Committee Meeting**  
**Monday, January 12, 2004**  
**MINUTES**

**PRESENT:** Charles Diamond, Paula Read, James Reilly, Philip Ritter, Heidi Fuge

**EXCUSED:** Nancy Pieri

**ABSENT:** George O'Connor

The meeting was called to order at 4:10 PM.

**I. ORGANIZATIONAL CHANGES**

Copies of the revised job descriptions and organizational chart were mailed to Committee members in advance of the meeting.

P. Ritter reviewed the proposed changes precipitated by the resignation of Sara Dallas, Manager of Outreach Services:

- he is not anticipating hiring a new staff person, instead, the Outreach responsibilities have been divided among several staff members. The majority of the tasks have been taken on by Rachel Baum.
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