

Administration Committee Meeting
Monday, April 12, 2004
MINUTES

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

ABSENT: James Reilly

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

I. TRUSTEE OF THE YEAR NOMINATIONS

The Committee members discussed the five nominations: Ellen Bach (Albany); Jean Forti (Altamont), Monica Shupe (Berlin), Merry Sparano (Guilderland), and Edward Gresens (Poestenkill). Committee members noted that their decisions were based on the Award criteria and whether nominations indicated extraordinary achievements in the Award year. Discussion regarding the presentation of two awards since there is a difference in the type of activities and level of commitment required in different size libraries.

MOTION: G. O'Connor moved to present the Trustee of the Year Awards to Ellen Bach and Monica Shupe. P. Read second. Unanimous.

II. REPORT ON MANAGER OF OUTREACH and INFORMATION SERVICES

P. Ritter reported that Jo-Ann Benedetti has accepted the position and will start on Wednesday, May 5th. N. Pieri was a member of the Search Committee and noted that she believes J. Benedetti will be "dynamite."

III. REPORT ON WEB SPECIALIST

P. Ritter explained that Peter Kowalski wants to go back to school for Vet Tech training. In the meantime, he will be working in a vet's office during the day. In order to retain Peter's skills and expertise, P. Ritter and J. Thornton have agreed that P. Kowalski may work part-time (20 hrs per week) from home. J. Thornton will supervise and monitor P. Kowalski's work. This agreement will be reviewed on a monthly basis to make sure that UHLS is getting the work done. In the meantime, several of the other Automation Department staff members will be trained in the web work.

C. Diamond asked if P. Kowalski could accomplish all that he needs to on a part-time basis? P. Ritter noted that this is an experiment, and we will just have to wait and see how it works out.

Consensus that the situation is acceptable.

IV. RESOURCE SHARING COORDINATOR

P. Ritter announced the Noralee Itchoak, Resource Sharing Coordinator, will be retiring on April 16th. Her position will not be announced immediately. Instead, there will be a review of the situation to determine if it is necessary to have a staff member in that position. In the meantime, the following will take place:

- UHLS will use the Capital District Library Council (CDLC) for interlibrary loan and their staff person, Marie Noonan, will keep track of the time that she spends on UHLS requests.
- Two UHLS staff members, Diane Riganti and Lynn Orme, will handle the clerical aspects of interlibrary loan: returning books, forwarding books on to the correct libraries, etc. They will also keep track of their time spent on this work.
- N. Itchoak will be training the appropriate staff members from the ten major point-to-point libraries in how to request items from outside the System.
- Albany Public has agreed to become one of the GAC libraries (Bethlehem, Guilderland, Colonie and Voorheesville). This means that there will be another library with the capability to search for, and request items from libraries outside UHLS.
- An ILL Committee has been created to study the interlibrary loan process for UHLS and make recommendations. There will probably be a report from this Committee in 2-3 months. P. Ritter noted that he is looking for possible cost savings on this position due to the unchanging State funds.

V. LITERACY GRANT APPLICATION

P. Ritter introduced the Literacy Grant application from the William K. Sanford Town Library. This is the only application received for the 2004-2005 grant years. He noted that the applications are now for two years and if approved for the first year, are automatically approved for the second year. This application, PROJECT LINC (Literacy for Immigrant Neighbors in Colonie) needs to be ranked before submission to the Division of Library Development.

BOARD ACTION REQUIRED

MOTION: N. Pieri moved to recommend that the Board of Trustees rank the Wm. K. Sanford Town Library's literacy grant as #1 and submit it to the Division of Library Development. G. O'Connor second. Unanimous.

VI. COMMITTEE MEETING SCHEDULE

The following Committee meetings have been canceled: May, June and July, unless pressing business requires a meeting.

Heidi A. Fuge
4/13/04