

Administration Committee February 4, 2008

PRESENT: James Reilly, Charles Diamond, Paula Read, Barbara Nichols Randall, Philip Ritter, Heidi Fuge

EXCUSED: Cris Blanchard

4:00 PM Meeting called to order by J. Reilly, Chair.

I. DISCUSSION OF EVALUATION CRITERIA

J. Reilly noted that, based on the interest that Committee members have taken in this topic, that the Committee will recommend to the Board that some type of Evaluation Form should be created for the Executive Director's position. The next step is to determine the format, who should be involved in the process and how information should be gathered and collated.

Several Committee members handed out, for discussion, forms that they had created or modified.

Consensus that the evaluation form should:

- Be brief and simple to fill out
- Be used to evaluate the health/goals of the organization, not the personality of the Executive Director
- Be as objective as possible
- Be a vehicle for conversation between the Board and the Executive Director and should provide an opportunity for discussion about the goals of the organization
- Be a collaborative effort on the part of the Administration Committee and the Executive Director
- Be broadly based on the UHLS Plan of Service
- Be conducted on a calendar year basis

Discussion. P. Ritter noted that the evaluation form should use mutually established goals and objectives for the coming year - this is the only acceptable method for evaluating this position. He suggested that input should be sought from the Directors Association, UHLS staff, and the Board of Trustees in establishing these goals and that they should be based on the UHLS Plan of Service. He noted that every year he is required to present a narrative to the State, as part of the Annual State Report, outlining how the System has met the various objectives in the Plan of Service during the previous calendar year.

J. Reilly pointed out that instituting a review process of the Executive Director, based on the Plan of Service, with more specific objectives for each year, gives the organization some more immediate goals and the creation of these will help Trustees to better understand the organization and their work within it. He prefers a more fluid format, based on mutually determined annual goals and objectives. He suggested that a Board (or Committee) representative would work with the Executive Director in goal-setting for the year.

P. Ritter noted that establishing these annual goals will be a lengthy process involving the Directors Association, staff and the Board of Trustees. It will take about 10 months to develop this and could be in place by January 2009.

II. OTHER BUSINESS

H. Fuge reported that the electrician has given her Monday, February 11th as the starting date for the project. Preparing the space for the generator and doing the new wiring should take about four weeks.

The March Administration Committee meeting will be canceled due to activities associated with the annual Library Lobby Day.

5:10 PM Meeting adjourned

NEXT Administration Committee meeting: Monday, April 7th at 4:00 PM

Heidi A. Fuge
2/5/08