

Administration Committee

April 7, 2008

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

ABSENT: Barbara Nichols Randall

4:05 PM Meeting called to order by J. Reilly, Chair.

I. TRUSTEE OF THE YEAR NOMINATIONS

Committee members discussed the nominations from Albany, Castleton, East Greenbush, Rensselaer and Stephentown. They were considerably impressed with the nomination from Stephentown, noting that both the material presented and the nominee were outstanding. Almost all of the nominations were better presented than in the past and it was felt that the new criteria had been observed by almost everyone who sent in a nomination.

MOTION: C. Blanchard moved to give the Trustee of the Year Award to Anthony Beverly from the Stephentown Library. P. Read seconded. Unanimous.

II. UHLS BY-LAWS

The UHLS Board President asked the Committee to review the By-Laws and make any amendments necessary to bring them in line with current practices. It was noted that the UHLS Mission Statement has changed and needs to be amended, also UHLS no longer has a Vision Statement and that needs to be eliminated. Both of these items are included in Article I of the By-Laws. Article 3 also needs to be reviewed since there is some inconsistency between what the By-Laws say and what has become the practice.

Committee members will review the rest of the By-Laws and at the May meeting will discuss any other areas that need improvement.

III. EXECUTIVE DIRECTOR GOALS AND OBJECTIVES

Committee members discussed the Goals that are part of the UHLS Long Range Plan of Service. Consensus that P. Ritter, after consultation with the UHLS Management Team, will develop a list of approximately four to six Goals that are priorities for 2009. This list will then be brought to the Committee for review and discussion. Following Committee review, the list will be presented to the Directors Association, amplified by adding Objectives and Strategies, and brought back to the Committee before being presented to the UHLS Board for approval and to be implemented in 2009. The Goals chosen will be issues critical to the year at hand.

It was noted that this will develop a plan for the process and in the future it will be more streamlined.

IV. OTHER BUSINESS

■ DELIVERY SERVICE

P. Ritter reported that he sent out the RFPs for the delivery service. Friday, April 11th is the deadline for returning proposals and there seem to be about six companies that might be interested, although UHLS has not received any proposals to date.

P. Ritter also reported that UHLS is looking into the cost of handling the delivery in-house, an option that was pushed by some of the member library directors, notably Paul Hicok from Troy, who felt that it would be less expensive than contracting out the service.

P. Ritter expects to make a report and recommendations to all of the UHLS Committees and the Board at the May meetings regarding the situation.

■ GENERATOR

H. Fuge reported that all of the electrical work for the generator has been completed and that we are now just waiting for Roland J. Down to come in and hook up the natural gas line. She has contacted the electrician, who is overseeing the whole project, to ask for information on a date for the gas hook-up but has not received a reply.

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

Several Committee members noted that they would probably not be available for this meeting: C. Blanchard, P. Read.

Heidi A. Fuge
4/8/08