

Administration Committee

November 10, 2008

PRESENT: James Reilly, Cris Blanchard, Tim Burke, Yolanda Caldwell, Philip Ritter, Heidi Fuge

EXCUSED: Charles Diamond

4:02 PM Meeting called to order by J. Reilly, Chair.

I. EXECUTIVE DIRECTOR EVALUATION PROCESS

C. Blanchard explained the background for the process outline entitled “Executive Feedback” that she and Y. Caldwell developed and presented to the Committee.

Y. Caldwell noted that she took much of the information off a website that explained Executive reviews from a non-profit perspective:

www.managementhelp.org/boards/edvalfrm.htm

Committee members then discussed how the results for the Executive Director’s evaluation would be gathered and compiled. Discussion regarding the philosophy behind the process. T. Burke noted that it was his understanding that the Committee would prefer to use an informal, simple and concise process in gathering the information for the evaluation.

J. Reilly noted that the question is: from whom do we seek information? T. Burke responded that the Executive Director works for and is responsible to the Board of Trustees not the member library Directors, therefore the Directors should not be directly involved in the evaluation process but should work through their representatives on the Board.

P. Ritter noted that he provides the Board with his monthly report and that two dates have been already been established for formal Interim Reports to the Committee - May and October.

H. Fuge suggested that the Trustees should communicate with the libraries that they represent on a regular basis, keeping the six agreed-upon Goals and Objectives in mind as topics for discussion; that way the final results tallied at the end of the time period will not (or should not) hold any surprises.

Discussion regarding a rating system for the Goals and Objectives. It was agreed that the three levels of ratings currently used on the UHLS Performance Evaluations will be used on this one (Good; Satisfactory; Unsatisfactory). The Goals themselves will be weighted as follows:

- Goals 1 and 2 are each worth 25 points (total = 50)
- Goals 3 and 4 are each worth 15 points (total = 30)
- Goals 5 and 6 are each worth 10 points (total = 20)

The Board members will be responsible for obtaining feedback from the libraries that they represent (including the Directors Association) and recording it on a form that will be developed by H. Fuge and P. Ritter.

The Timeline for the 2009 Evaluation will be as follows:

- December 2008 - The Board of Trustees will be given the entire packet of information for their approval. This will include the Executive Director's Goals and Objectives for 2009 and a form for recording feedback from the member libraries
- May 2009 - P. Ritter gives his first Interim Report to the Administration Committee on progress toward achieving the Goals and Objectives
- September 2009 - The Board of Trustees are given a second packet of the same information with a request to complete the feedback form and return to the Administration Committee by the beginning of October
- October 2009 - P. Ritter gives his second Interim Report to the Administration Committee, including a self-evaluation, and the Committee reviews and compiles the feedback forms.
- November 2009 - The Administration Committee presents the evaluation report to the Board of Trustees. The Committee and the Board President discuss the evaluation results with P. Ritter
- December 2009 - Board of Trustees will be given a packet of information that will include the Executive Director's Goals and Objectives for 2010.

It was noted that this timeline is flexible and, if necessary, the final evaluation discussion can be carried over into January 2010.

The Committee asked H. Fuge and P. Ritter to develop the form that will be used by the Board members to obtain information from the libraries that they represent. A draft of this form will be sent to the Committee members prior to the December meeting.

C. Blanchard pointed out that sometime during 2009, probably mid-year, P. Ritter will begin to develop the Goals and Objectives for 2010 with input from the Administration Committee.

II. OTHER BUSINESS

C. Blanchard asked if a speaker had been selected for the Annual Meeting in June? P. Ritter responded that it was still under discussion.

NEXT MEETING: Monday, December 8th at 4:00 PM

Heidi A. Fuge
11/11/08