

Administration Committee December 8, 2008

PRESENT: James Reilly, Charles Diamond, Tim Burke, Philip Ritter, Heidi Fuge

EXCUSED: Cris Blanchard, Yolanda Caldwell

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

I. EXECUTIVE DIRECTOR EVALUATION PROCESS

Consensus that the Goals and Objectives for 2009 are ready to submit to the Board for approval at the December 10, 2008 meeting.

II. RANKING FORM FOR DIRECTOR EVALUATION PROCESS

Discussion regarding the ranking form. P. Ritter explained that the weighted system is based on the discussion at the November Administration Committee meeting where the Committee members decided that certain Goals were more important than others. The system being used to “grade” the Goals is similar to that used on the regular UHLS employee Performance Evaluation form.

REQUIRES BOARD ACTION

MOTION: J. Reilly moved to recommend that the Board approve the Executive Director’s Goals and Objectives for 2009, the evaluation tool and the time line agreed upon at the last Committee meeting for implementing the evaluation process. C. Diamond seconded. Unanimous.

III. ANNUAL AWARDS

Committee members reviewed the Guidelines for the Trustee and Advocate Awards. P. Ritter noted that the \$1,500 usually budgeted for the Awards has been removed in the Contingency Budget due to uncertainty regarding the State funding. He noted that Committee members have the option to suggest that it be re-instated and that some other area of the budget should be cut to compensate for it. C. Diamond noted that he would prefer to keep the funds local and would suggest that the money budgeted for the Annual Dinner speaker should be cut back and the \$1,500 re-instated for the Awards. Further discussion. Consensus to delete the wording “...and a check made out to...” from the Trustee Awards. If there are funds available at the time of the Annual Dinner, then checks can be given to the libraries. If not, then the libraries will not be expecting them. The deadline of March 16, 2009 was acceptable.

MOTION: J. Reilly moved to accept the Guidelines for the Trustee and Advocate Awards as presented with a single change to remove the wording regarding a check to the library. T. Burke seconded. Unanimous.

IV. OTHER BUSINESS

T. Burke asked how the vacancies on the Board will be filled. P. Ritter noted that he will contact the directors at the appropriate libraries and ask for suggestions from their Boards of Trustees. These suggestions/recommendations are then brought to the UHLS Board and people are appointed to fill the vacancies and are then voted into the positions at the Annual meeting.

4:45 PM Meeting adjourned.

NOTE: at this time, it appears that it will probably not be necessary to hold a January meeting.

Heidi A. Fuge
12/9/08