

Administration Committee November 9, 2009

PRESENT: James Reilly, Anne Kuthy, Yolanda Caldwell, Julie Zelman,
Philip Ritter

EXCUSED: Charles Diamond

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

I. DRAFT OF A CONFLICT OF INTEREST POLICY

J. Reilly reviewed the concerns that he had expressed in his letter to P. Ritter on September 15, 2009, and there was a brief discussion. It was noted that there was no urgency regarding this matter. However, a policy does need to be approved by the Board before the financial review in March/April 2010. It was agreed that the committee would deal with this matter at the next meeting.

II. 2010 ANNUAL DINNER MEETING

P. Ritter requested that the committee determine the location of and speaker for the 2010 annual dinner meeting for UHLS. There was some discussion regarding the possibility of rotating the meeting between the two counties. However, there was not much interest in moving from the Albany Country Club since it is a place that everyone seems to enjoy.

MOTION: Y. Caldwell moved and J. Zelman seconded that
UHLS hold the 2010 annual dinner meeting at
the Albany Country Club. Unanimous.

Regarding the speaker for this meeting, it was noted that everyone seems to enjoy a speaker that is entertaining as well as informative. P. Ritter suggested that we might want to consider inviting the new State Librarian, Bernie Margolis, to give us a report on his experiences since assuming the position in New York.

MOTION: A. Kuthy moved and Y. Caldwell seconded that
Bernie Margolis be invited to speak at the 2010
annual dinner meeting. Unanimous.

III. EXECUTIVE DIRECTOR – EVALUATION FOR 2009

J. Reilly reported that the evaluation was incomplete at this time since he had received only 7 of the possible 14 evaluations from the Board members. He will remind everyone at the Board meeting that they should submit their evaluation as soon as possible. It was agreed that this matter would be handled at the next meeting.

IV. EXECUTIVE DIRECTOR – GOALS AND OBJECTIVES FOR 2010

P. Ritter noted that he had recommended the same goals for 2010 as had been used for 2009 and that it would be best to deal with this matter after the evaluation for 2009 had been completed. Everyone agreed that this matter should be dealt with at the next meeting.

V. MEETING DAY AND TIME

J. Zelman requested that the regular meeting of this committee be moved to a Tuesday since she does not normally work on Monday. Everyone agreed that Tuesday would be okay with them. It was noted that C. Diamond had also agreed with this proposed change. It was a consensus that the current meeting time of 4:00 p.m. should stay the same.

MOTION: A. Kuthy moved and J. Zelman seconded that the regular meeting day of this committee be changed to the Tuesday prior to the second Wednesday of each month in which there is a scheduled Board meeting and that this change be effective next month. Unanimous.

The meeting was adjourned at 4:35 p.m.

NEXT MEETING: 4:00 PM on Tuesday, December 8, 2009.

Philip Ritter
11/10/2009