



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

ADMINISTRATION COMMITTEE

May 13, 2015

PRESENT: Antonio Booth, Matthew Graff, Mary Muller, Phil Erlich, Tim Burke

I. TRUSTEE OF THE YEAR NOMINATIONS

The Committee reviewed the three Trustee of the Year Nominations and after extensive discussion selected Marion Burghart from the Berne Library. The other nominations from Brunswick and Stephentown were also good and the Committee encourages the libraries to re-submit those next year.

II. JOB DESCRIPTION

The Committee reviewed the revised job description for the Manager, Information and Outreach Services position presented by T. Burke. There is no change from the previous job descriptions except that two job descriptions (Outreach / Adult and Information Services) have been combined to reflect the current reality including the requirement of a Drivers License. The essential functions in the position have been re-worked in order to emphasize Adult Services. T. Burke noted that once the job description has been approved, he will advertise the position opening. He would like to have someone in the position by the beginning of August. The salary range will be lower than what J. Benedetti is currently paid, so there will be some savings for UHLS. He also noted that he will create a Committee including a UHLS staff member and a member library Director to assist with the position interviews.

Consensus to recommend Board approval of the job description.

III. UHLS TRUSTEE REQUIREMENTS

The Committee reviewed the *UHLS Trustee requirements/Designated board seats* document presented by T. Burke. He noted that other Library Systems do not give designated seats on the Board to particular libraries other than the Central Library.

After discussion there was consensus to recommend Board acceptance of option #4:

Fully expand the eligibility for UHLS Trustees: Change the UHLS By-Laws to allow a library or represented group of libraries to nominate any individual who resides in the library's service area or in the service areas of any of the designated libraries in the county (for representative seats) for appointment to the UHLS Board.

T. Burke noted that this doesn't require that the representative be a current Board member on a local library board and should therefore make it easier for libraries to find a representative. T. Burke noted that this puts the onus on the local library board to make the nomination of their representative. It is the local Board's responsibility to hold their representative accountable and to make sure that that person is a library user.