



# UPPER HUDSON LIBRARY SYSTEM

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## ADMINISTRATION COMMITTEE

November 11, 2015

**PRESENT:** Antonio Booth, Matthew Graff, Phil Erlich, Tim Burke, Heidi Fuge

**Absent:** Mary Muller

Meeting called to order at 4:37 PM by A. Booth, Chair

### I. UHLS JOB DESCRIPTIONS

The Committee reviewed the two job descriptions for the Senior System Support Associate (an existing position held by D. Riganti with a new job title) and the System Support Associate (a revised position following the retirement of Lynn Orme). T. Burke explained the re-defined positions and noted that the Senior job description was written to accommodate the skills of the staff member currently in that position.

The advertised salary range for the System Support Associate will be \$36,000 - \$40,000. T. Burke noted that this range should generate a good pool of candidates. Discussion regarding the Essential Functions listed in the System Support Associate job description. T. Burke noted that they are not listed in any priority order.

**MOTION:** M. Graff moved to approve the new job descriptions as presented. P. Erlich seconded. Unanimous.

### II. ANNUAL MEETING SITE

T. Burke reported that he and H. Fuge visited the Hilton Garden Inn on Hoosick Street in Troy and that it would be a good site for the June 8, 2016 annual dinner meeting. He noted that there will be an earlier function in the space that UHLS will be using and this will mean that the cocktail hour will be held in the gathering space outside the dining room while the room is being re-set for UHLS. The dinner cost can be maintained at \$40 per person.

**MOTION:** M. Graff moved to recommend the Hilton Garden Inn to the UHLS Board as the site for the 2016 Annual Dinner meeting. P. Erlich seconded. Unanimous.

### III. BUILDING WORK

T. Burke reported that there will be some technology upgrades in the Conference Room. The work should be done before year end and there is money in the 2015 budget to cover the projected \$8500 - \$10,000 cost. The furniture in the room also needs to be replaced with something that can be easily moved and changed to suit different scenarios. T. Burke will negotiate with CDLC for a sharing of the cost. The current furniture belongs to CDLC. T. Burke noted that the cost of the new furniture is not included in the estimate for the technology upgrade.

Heidi A. Fuge  
11/16/15