



UPPER HUDSON LIBRARY SYSTEM

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ADMINISTRATION COMMITTEE

March 8, 2017

PRESENT: Antonio Booth, Herb Hennings, Yvette Terplak, Arlene Way, Matthew Graff, T. Ricard, Tim Burke

Meeting called to order at 4:05 PM by A. Booth, Chair

I. REVIEW JOB DESCRIPTIONS

The responsibility for overseeing the courier/delivery will be moved from the Manager, Adult and Outreach Services to the Administrative Manager. There were also several small changes in the job descriptions to bring them up-to-date.

MOTION: Y. Terplak moved to recommend Board acceptance of the Manager, Adult and Outreach Services, and Administrative Manager job descriptions as revised. H. Hennings seconded. Unanimous.

II. ANNUAL AWARD GUIDELINES

Discussion about the Award Guidelines. The Guidelines for the Volunteer of the Year and Trustee of the Year are affirmed as written.

Discussion about the Advocate of the Year Guidelines. Agreement to revise the form to include groups or institutions (not just individuals). Committee members discussed the need to push this award out to the UHLS community and to try and develop some nominees for this year. The last time it was awarded was 2006. By expanding the nominee group, it is hoped that it can be awarded more regularly in the future.

MOTION: H. Hennings moved to recommend Board acceptance of the Guidelines for the Volunteer and Trustee of the Year Awards as presented and to accept the Advocate of the Year as revised. Y. Terplak seconded. Unanimous.

Meeting adjourned at 4:35 PM.

Minutes taken by T. Burke / written by H. Fuge
3/10/2017