



# UPPER HUDSON LIBRARY SYSTEM

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ADMINISTRATION COMMITTEE and SERVICES COMMITTEE - Joint meeting  
July 12, 2017

**PRESENT:** Antonio Booth, Sarah Goff, Yvette Terplak, Natalie Hurteau, Matthew Graff, Scott Jarzombek, Tim Burke, Heidi Fuge

**Excused:** Janet Ivory, Lisa Scoons

Meeting called to order at 3:30 PM by A. Booth

A. Booth welcomed N. Hurteau as the new DA representative to the Services Committee, replacing S. Jarzombek.

## **I. DE-BRIEF ON ANNUAL AWARDS**

The joint meeting was held in order to discuss the Annual Award criteria. T. Burke noted that one of the problems is the inconsistency in the amount of support material sent with the nominations. It was noted that the materials are frequently more quantity than quality.

S. Jarzombek suggested that the current requirements/criteria are vague and should be more clear and specific.

S. Goff suggested that there should be some measures (# of attendees, # of sessions, etc.) required for the all of the program award nominations. She also suggested that the supporting materials should directly relate to and support the nomination letter, so less is left up to interpretation by the committee members.

Both committees reached consensus that:

- 1) the nomination letter for all of the awards should be limited to "no more than 500 words."
- 2) the supporting material should be limited to "up to two testimonial/support letters" and "up to four other supporting documents"

S. Goff volunteered to revise the current program award criteria documents to reflect the above consensus items and to reflect the other discussion at this meeting.

T. Burke volunteered to revise the other award criteria documents to reflect the above consensus items and to reflect the other discussion at this meeting.

The revisions will be shared via email in advance of the next meeting with the intent of having them approved before the end of the calendar year, so they are ready for 2018.

The meeting adjourned by consensus at 4:25 PM.

Heidi A. Fuge  
7/17/17