



UPPER HUDSON LIBRARY SYSTEM

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ADMINISTRATION COMMITTEE

January 10, 2018

PRESENT: Antonio Booth; Herb Hennings; Michael Poost; Yvette Terplak; Tim Burke; Jona Favreau

Meeting called to order at 4:03PM by A. Booth, Chair.

I. UHLS Job Descriptions

The Committee reviewed the two job descriptions for the Manager, Administration and Finance (an existing position held by J. Favreau with a new title) and the System Support Associate (a revised position held by Anne Pitlyk). T. Burke explained the re-defined job description for Manager, Administration and Finance now reflects all of the duties that were previously completed by H. Fuge and the title change puts this position more in line with the other managers on staff. The only change being made to the System Support Associate is the added duty of serving as coordinator for the UHLS delivery system.

MOTION: Y. Terplak moved to recommend Board approval of the new job descriptions. M. Poost seconded. Unanimous.

II. PFL Draft for UHLS Employee Manual

J. Favreau explained that UHLS is now required to offer Paid Family Leave in addition to short-term disability insurance. This draft was written to comply with NYS and mirrors the current manual format. After review and discussion, it was recommended to include an introduction paragraph sharing how the program works and how it is funded (employee deductions each payroll), similar for FMLA.

MOTION: H. Hennings moved to recommend the PFL Draft for the UHLS employee manual with the addition of the introductory language. Y. Terplak seconded. Unanimous.

J. Favreau 4/10/18