

Southern Tier Library System (STLS)

Minutes of the 24 February 2011 meeting of the STLS Administration Committee

The meeting was convened at 1:30 PM at the STLS headquarters building in Coopers Plains. Present were Sherry Collins, Bonnie Weber, Maija DeRoche, and Martin Green (chairperson). The purpose of the meeting was to continue preparations for the annual performance review of the Executive Director.

Ms. Collins and Ms. DeRoche presented the trustee and member library director surveys that they had prepared. These two drafts were discussed and minor revisions made to the content. Ms. Collins will circulate by-email a final version for approval by the committee. Ms. DeRoche will work with STLS staff to send copies to STLS trustees and the directors of member libraries. The completed surveys will be returned to Ms. DeRoche to be compiled and analyzed prior to the next committee meeting.

Chairperson Green presented the comparative salary information that had been received from Albany. He also indicated that, in accordance with current policy, he will request the Executive Director to submit to the committee members, prior to the next committee meeting, (1) comments on last year's performance against objectives, (2) general performance comments, and (3) suggestions for performance objectives for the year ahead.

Chairperson Green also requested that each member of the committee also circulate to the committee their own suggestions for approximately three suggestions for the Executive Director's objectives for the year ahead. These suggestions should be made in a timely fashion so that members of the committee may review them prior to the next committee meeting.

The next meeting of the committee will be held at STLS headquarters at 1:30 PM on 29 March 2011.

Minutes respectfully submitted by Martin Green, Chairperson