



Trustee Services Committee Meeting Report

November 13, 2017

1. Roll Call

X Mark Wilson (C) – Chair
X Lisa Baker Brill (G)
X Sharon Davis (C)
X Kenneth Goldberg (U)

X Richard Swierat (D)
X Camilla von Bergen, Ex Officio (P)
X Tom Sloan (Staff Liaison)
X Merribeth Advocate (Staff Liaison)

2. Mr. Wilson called the meeting to order and the Committee approved the agenda.

3. MHLS 2017 Annual Membership Meeting

- A. The Committee reviewed the MHLS 2017 Annual Membership Meeting including: (1) 2017 Program Schedule; (2) [Bulletin Report on Meeting](https://www.surveymonkey.com/results/SM-HH8HBMT28/); and evaluations by participants
<https://www.surveymonkey.com/results/SM-HH8HBMT28/>.
- B. Committee member comments included: (1) support for a 10 minute break before the keynote speaker as occurred at the 2017 meeting; (2) support for offering the buffet until 10 AM as occurred at the 2017 meeting; and (3) special recognition of Margaret (Peggy) Winn for many efforts in the planning and implementation of the annual membership meeting.
- C. The Committee discussed the importance of having an attractive and accessible location for the meeting and confirmed plans to hold the 2018 Annual Membership Meeting on November 2, 2018 at the [Locust Grove Estate](#).

4. MHLS Board of Trustees Orientations

- A. The Committee reviewed plans for the MHLS Trustees Orientation planned for March 17, 2018, following the MHLS Board Meeting.
- B. The Committee agreed the 2017 orientation schedule should be the schedule for the 2018 orientation.
- C. The Committee agreed all MHLS Trustees should attend the orientation working lunch.

5. MHLS Board 2018 Outreach

- A. The Committee confirmed plans for MHLS 2018 Board meetings to be held in Greene (Greenville) & Putnam (Garrison) Counties.
- B. The Committee reviewed the [2017 Outreach Memo](#) from County Delegations and agreed the 2018 memos should be composed and distributed. The Committee discussed how each county delegation should determine how best to reach out and respond to member libraries in their county. MHLS staff confirmed that a county delegation orientation, including individual delegation meetings, is planned for the January 27, 2018, meeting of the MHLS Board.
- C. The Committee reviewed the Board to Board Visits Information Sheet
<http://board.midhudson.org/wp-content/uploads/2013/11/Board-to-Board-Visits.pdf>.

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6. MHLS Board Meeting Orientation Sessions
 - A. The Committee reviewed and adopted the following orientation schedule:
 - i) Jan 27 – Library Advocacy
 - ii) March 17 – MHLS Finances; Member Library Assessment & E-Resources Fees
 - iii) May 9 – Greene County Libraries (Board meeting @ Greenville)
 - iv) July 11 – Public Library Construction Grant Program
 - v) Sept 12 – Putnam County Libraries (Board meeting @ Garrison)
 - vi) Dec 8 – Hot Library Topics
7. Review of MHLS Trustee Education Program
 - A. The Committee reviewed the history, current training flyers, and the MHLS Action Plan regarding trustee education.
 - B. Ms. Advocate presented MHLS plans for: (1) Orientation for New Trustees Workshops; (2) Intermediate Trustee Workshops on Financial/Fiduciary and Legal Issues; (3) Advanced Trustee Workshops on Strategic Thinking: Planning & Advocacy and Seven Habits of Highly Effective Boards.
8. Next Committee Meeting – April
 - i) Mr. Wilson reviewed proposed topics for the next meeting (April 2018) of the Committee, which included: (1) review 2018 MHLS Board Orientation; and (2) review plans for 2018 Annual Membership Meeting
9. Mr. Wilson called for and the Committee agreed to adjourn.

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