



MHLS Board of Trustees - Trustee Services Committee Meeting  
Thursday, June 12<sup>th</sup> at 10:00 a.m. - MHLS Conference Room

- 1) Roll Call
  - ✓ Camilla von Bergen, Chair - (P)
  - ✓ Lisa Baker Brill - (G) (phone)
  - ✓ Myrna Sameth - (U)
  - ✓ Janet Schnitzer - (C)
  - ✓ Mark Wilson - (C)
  - ✓ Skip Patterson - (ex-officio)
  - ✓ Tom Sloan, Merribeth Advocate, Margaret Winn
- 2) Ms. von Bergen called the meeting to order
- 3) Ms. von Bergen requested and received approval of the agenda
- 4) The Committee reviewed the Committee's current charge and recommended the highlighted changes to the Board for adoption.
  - a) *The Trustee Services Committee reviews and oversees the orientation of MHLS Trustees, as well as staff initiatives that support trustees of member library boards and the MHLS Board. Those initiatives include the trustee newsletter, Across the Board, the MHLS Annual Membership Meeting, and trustee workshops. With staff support, the committee also encourages, models and evaluates the advocacy of the MHLS Board and its outreach to member library boards. The committee is ideally comprised of a representative from each county.*
  - b) **BOARD ACTION ITEM – THE TRUSTEE SERVICES COMMITTEE RECOMMENDS TO THE MHLS BOARD THE STATED CHANGES TO THE CHARGE OF THE TRUSTEE SERVICES COMMITTEE.**
- 5) MHLS Board of Trustees Orientation
  - a) The Committee discussed the March 22 MHLS Board general orientation including reviewing the evaluations submitted by Board members. The Committee requested MHLS staff to conduct the same orientation in 2015 and invite all MHLS Board members to attend.
  - b) The Committee discussed a proposed orientation session on key components of the MHLS budget. The Committee requested staff provide a 10-15 minute budget orientation session at July 9 Board meeting.
- 6) Support for Trustees of Member Library Boards
  - a) Ms. Advocate provided a report and documents regarding MHLS sponsored trustee education sessions, and on-demand consultations and training provide by MHLS staff to member library boards. The Committee's discussion concluded with a request for MHLS to continue the education sessions and consultations/training as currently provided.



- 7) Annual Membership Meeting – October 24
  - a) The Committee reviewed the proposed meeting agenda. The Committee endorsed the agenda including adding the recognition of outstanding accomplishments and excellence. The Committee requested MHLS staff to propose how Friends of the Libraries might be recognized by the MHLS Board, understanding the current Annual Membership Meeting format of three (3) potential attendees from each of the 66 member libraries doesn't accommodate including Friends from throughout the Hudson Valley for the 2014 meeting.
- 8) Trustee Communications
  - a) Ms. Schnitzer provided copies of a letter and information sheet designed to be sent to the president of each public library board from their MHLS Board county delegation. The primary purposes of the letter and information sheet are to introduce county delegation members to board presidents, offer to attend a board meeting at the invitation of the board's president, and share information about MHLS.
  - b) **BOARD ACTION ITEM – THE TRUSTEE SERVICES COMMITTEE RECOMMENDS TO THE MHLS BOARD THAT A LETTER AND INFORMATION SHEET FROM EACH COUNTY DELEGATION BE SENT TO THE PRESIDENT OF EACH MEMBER LIBRARY BOARD.**
- 9) Advocacy
  - a) The Committee discussed how MHLS Board could better support advocacy efforts.
  - b) The Committee requested MHLS staff provide targeted messages to MHLS Board members regarding specific requests of advocacy actions.
  - c) The Committee requested a MHLS Board orientation session on advocacy be conducted at a MHLS Board meeting prior to 2015 NYLA Advocacy Day in Albany.
- 10) Ms. von Bergen requested and received approval to adjourn