



Report of the Personnel & Planning Committee

Committee Meeting – August 18, 2014 @ 2 PM

- 1) Roll Call
 - X John Bickford, Chair
 - o Regina Morini (excused)
 - X Myrna Sameth
 - X Camilla W. von Bergen
 - o David Rolfe (unexcused)
 - X Roland (Skip) Patterson (Ex-officio)
 - X Tom Sloan, Linda Vittone (Staff Liaisons)
- 2) Mr. Bickford called the meeting to order and the Committee agreed the agenda was to review and approve the 2014 MHLS Board of Trustees surveys.
- 3) The Committee reviewed a discussion draft document regarding the proposed purposes, possible formats, and potential questions for two surveys. The audience for the first survey would be library directors and the audience for the second survey would be presidents of library boards.
- 4) Regarding the Survey of Library Directors, the Committee agreed:
 - a) The purpose of the survey was to support the MHLS Board in assessing the MHLS Plan of Service, fulfilling the Board Bylaws' objective *to foster and improve library service to the residents of the System area, through the member libraries, as specified in the System's Plan of Service.*
 - b) The format of the survey would be:
 - i) One question regarding each individual service listed in the MHLS Plan of Service;
 - ii) Each evaluative question having a separate COMMENT box;
 - iii) Each evaluative question having an evaluation rating;
 - c) Fourteen (14) questions were discussed and selected for the survey.
- 5) Regarding the Survey of Library Board President Directors, the Committee agreed:
 - a) The purpose of the survey was to support the MHLS Board in assessing the MHLS Plan of Service, the impact of MHLS staff assistance and/or resources in supporting trustees, and the perception of MHLS Board outreach efforts.
 - b) The format of the survey would be:
 - i) Four questions regarding MHLS services;
 - ii) One question regarding MHLS Board outreach;
 - iii) Each evaluative question having a separate COMMENT box;
 - iv) A recommendation that member library board presidents review the questions at an upcoming board meeting and solicit comments from other trustees so the submission from each library reflects the experience of the entire board.
 - c) Ten (10) questions were discussed and selected for the survey.



Mid-Hudson Library System

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- 6) The Committee agreed MHLS would draft the two surveys using Survey Monkey and provide the draft surveys to Mr. Bickford.
- 7) The Committee agreed the surveys would be issued in September by Mr. Bickford. Responses would be accepted for a two month period, supporting an opportunity for library boards to review the survey at a board meeting.
- 8) Next Committee Meeting – Date TBD
 - a) Agenda includes:
 - i) Review Staff Salary Survey Data
 - ii) Consider Recommendations to the MHLS Board on Salary Adjustments
- 9) Mr. Bickford requested and received approval to adjourn

PERSONNEL AND PLANNING COMMITTEE

Works to prepare and review the System's formal long-range Plan of Service. Also sets goals for the System and monitors the progress being made by the System in connection with such plans and goals and, where necessary, seeing what adjustment in either plan or performance may be appropriate. Reviews and makes recommendations regarding the executive director's job description and evaluation procedure, salaries, benefits, and other matters pertaining to staff and employment conditions. Reviews and negotiates the contract with the MHLS unit of the CSEA.