



Report of the Personnel & Planning Committee

Committee Meeting – December 15, 2014

- 1) Roll Call
 - X John Bickford, Chair
 - X Regina Morini
 - 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.
- 3) Review of 2014 Priority Themes & Actions based on the 2013 Survey Findings
 - a) The Committee reviewed the *Staff Report to the Committee* and the *Summary Report on MHLS Service Fee*.
 - b) The Committee agreed considerable progress has been accomplished in addressing the five (5) priority themes.
 - c) Staff reported on continuing efforts to develop a proposal for equipment to support the broadcasting of events held in the MHLS Auditorium.
 - d) The Committee discussed the *Summary Report on MHLS Service Fee* and recommended the report be presented to the Directors Association including a question regarding what is an appropriate percentage of total cost paid by members and by MHLS for those services covered by the MHLS Service Fee.
- 4) Review of 2014 Surveys
 - a) Library Directors Survey
 - i) The Committee reviewed the *Survey of Library Directors*, the comments from the Directors Association table talk groups, and the *MHLS Staff Report on the Survey of Library Directors*.
 - ii) The Committee accepted the assessment model presented, resulting in the recognition of seven (7) services being rated as Highly Successful/Successful, and three (3) services needing additional attention: (1) Construction Grant Program Services; (2) Special Client Services; and (3) Cooperation with Other Library Systems.
 - iii) The Committee agreed that due to the table talk comments from library directors regarding concerns about the Integrated Library Platform/Sierra, the Integrated Library Platform/Sierra should be added as a fourth service needing attention.
 - iv) The Committee agreed MHLS staff will provide the Board with recommendations on potential actions regarding the four (4) services needing attention in 2015.

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.



- b) Survey of Library Board Presidents
 - i) The Committee reviewed comments from Directors Association table talk groups and the *MHLS Staff Report on the Survey of Library Board Presidents*.
 - ii) The Committee accepted the assessment model presented, resulting in the recognition of five (5) MHLS interactions with Library Board Presidents being rated as Highly Successful.
 - iii) The Committee agreed MHLS staff will work with the Trustees Committee to develop recommendations on potential actions regarding MHLS Board outreach efforts.
- 5) The Committee reviewed and agreed to the final version of the Executive Director's 2015 Performance Appraisal Form, with the addition of the Director providing the Board with guidance on issues under review.
- 6) The Committee discussed future meeting items:
 - a) Review Salary & Benefits Findings – Consider Recommendation on 2016 Staff Salary Adjustments
 - b) Development of 2015 Member Survey
 - c) Meeting schedule with CSEA on 2016 Contract
- 7) Mr. Bickford requested and received approval to adjourn the meeting.

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