



Report of the Trustee Services Committee
Meeting of Friday, April 10

Attendance:

- X Camilla von Bergen, Chair – (P)
- X Lisa Baker Brill – (G)
- o Myrna Sameth – (U)
- X Janet Schnitzer – (C)
- X Mark Wilson – (C)
- X Roland (Skip) Patterson (ex-officio)
- X Tom Sloan – (Staff Liaison)
- X Merribeth Advocate – (Staff Liaison)
- X Margaret (Peggy) Winn

1. Ms. von Bergen called the meeting to order.
2. Ms. von Bergen requested and received approval of the agenda.
3. MHLS Board of Trustees Orientations
 - a) MHLS General Orientation – March 21
 - i) The Committee discussed the March 21 MHLS Board general orientation including reviewing the evaluations submitted by Board members. The Committee requested MHLS staff to conduct the same orientation in 2016 and invite all MHLS Board members to attend.
 - ii) The Committee requested: (1) the printed orientation materials be posted on Board’s Web page, and (2) the orientation evaluation form include the identification of “first time” participants.
 - b) Orientation Presentations at Board Meetings on Key MHLS Budget Issues
 - i) The Committee endorsed the following orientation sessions to be held during upcoming MHLS Board meetings:
 - (1) Members Capital Fund Policy – May 6
 - (2) Construction Grants – July 8
 - (3) Central Library Development, Central Book Aid – September 16
 - (4) Categorical Aid (Outreach, Corrections, Jails) & Pass Through Funds to Members – December 5

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 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 preferably comprised of a representative from each county.



- ii) The Committee requested a DA representative serve as co-presenter for the Member Capital Fund orientation, and Tom Lawrence be a co-presenter for the Central Library Development, Central Book Aid orientation.
4. Annual Membership Meeting – October 16, 2015
- a) The Committee reviewed the 2014 Annual Membership Meeting Agenda and recommended for 2015 the:
 - i) Same form and format be used;
 - ii) Meeting location be the Poughkeepsie Grand Hotel;
 - iii) Meeting be a morning/breakfast meeting held on Friday
 - b) The Committee agreed that the MHLS event invitation should note that members of the Library Board, Library Staff, and/or Library Friends are invited, recognizing that each member library may have up to 3 attendees.
 - c) The Committee discussed what keynote speaker topics/meeting themes were of interest. Suggestions included:
 - i) Hudson Riverkeeper, a member-supported watchdog organization dedicated to defending the Hudson River and its tributaries
 - ii) The Future of Libraries
 - iii) Sustainable Libraries
5. Advocacy
- a) The Committee requested a MHLS Board orientation session on advocacy be conducted at a MHLS Board meeting prior to 2016 NYLA Advocacy Day in Albany. An orientation to the February 25, 2015, Advocacy Day was conducted at the February 13, 2015, MHLS Board meeting.
6. MHLS Board Outreach
- a) The Committee developed a draft memorandum (Board meeting document 15-05-9A) to the president of each public library board and public library director from their MHLS Board county delegation. The primary purposes of the letter is to: (1) introduce county delegation members to board presidents and library directors, (2) offer to attend a public library board meeting and/or county library association meeting upon invitation, and (3) share information about MHLS.
 - b) **ACTION: The Committee recommends to the MHLS Board: (1) the adoption of the proposed letter from each MHLS Board county delegation; and (2) the letter is emailed to the president of each public library board and public library director per county.**

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7. Reporting and Recording Communication from Board Members at Board Meetings
 - a) The Committee agreed communications to be included in the written Board minutes must be submitted in writing by the Board member to the MHLS Administrative Assistant before or at the Board meeting. Other communications by Board members at Board meetings are for the benefit of persons in attendance and will not be recorded in Board minutes.
8. The Committee agreed the Board President should receive one of the NYLA Memberships provided via MHLS institutional membership. If more than one NYLA Memberships is available for the Board, the NYLA Membership should be granted to the Board member first responding to the announcement of the available NYLA Membership.
9. The Committee agreed topics for their next meeting would include:
 - a) Presentation on and review of current MHLS sponsored Trustee Workshops
 - b) Review of Plans for 2015 Annual Membership Meeting
10. Ms. von Bergen requested and received approval to adjourn the meeting.

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