



MHLS Board of Trustees - Trustee Services Committee Meeting
Tuesday, February 25, 2016, 1:30 p.m. - MHLS Auditorium

Meeting Report

1. Roll Call

- ✓ Myrna Sameth – Chair (U)
- ✓ Lisa Baker Brill – (G) (online participation via GoToMeeting)
- Sharon Davis (C)
- ✓ Richard Swierat (D)
- ✓ Mark Wilson – (C)
- ✓ Camilla von Bergen, Ex Officio – (P)
- ✓ Tom Sloan – (Staff Liaison)
- ✓ Merribeth Advocate – (Staff Liaison)
- ✓ Peggy Winn (Executive Assistant)

2. Ms. Sameth requested and received approval of the meeting agenda.

3. Ms. Sameth reviewed the Committee's charge.

4. MHLS Board of Trustee Orientation

- A. The Committee reviewed and discussed plans for the orientation of new MHLS Board Trustees. Comments included: (1) reaffirming the orientation session as a two hour event; (2) using the 2015 general outline/agenda for the 2016 session; (3) exploring how to add information of interest to trustees who aren't new to the Board; (4) providing information about all library systems and how MHLS relates to those systems including budgets and geography, and (5) offering Board members the opportunity to participate only in the 30 minute working lunch segment of the orientation.
- B. The Committee discussed how new Board members, elected annually in October, could have a mini-orientation prior to joining the Board in January. Activities might include providing: (1) a letter of welcome from the Board President and Executive; (2) information on how MHLS communicates with Board members; and (3) key documents (e.g., MHLS Plan of Service).

5. 2016 Orientation Schedule

- A. The Committee reviewed topics for informational presentations at Board meetings on key issues. A proposed schedule for 2016 was adopted:
 - 1) Orientation to Advocacy Day – January
 - 2) Member Assessment & Fees – March
 - 3) MHLS Capital & Members Capital Funds – May
 - 4) Construction Grants – July
 - 5) Central Library Development, Central Book Aid – September
 - 6) Categorical Aid (Outreach, Corrections, Jails) & Pass Through Funds to Members – December
- B. Other topics of interest to the Committee included: (1) report on what to expect in the coming year; (2) year in review report; (3) MHLS Program Services; and (4) Friends Groups.



6. Annual Membership Meeting

- A. The Committee reviewed the 2015 meeting format and agenda and agreed the same format and agenda should be used for the 2016 Annual Membership Meeting. The Committee reviewed information on 6 possible locations, including locations on both sides of the Hudson River, for the 2016 meeting. The Committee agreed the [Roosevelt Presidential Library and Museum/Wallace Visitor and Education Center](#) should be the location of the 2016 meeting.
- B. The Committee discussed possible keynote speakers including: (1) [Robert T. Schofield](#), partner in Whiteman Osterman & Hanna; and (2) [Paul M. Sparrow](#), Director of the Franklin D. Roosevelt Library and Museum.
- C. Other comments of the Committee regarding the MHLS Annual Membership Meeting included: (1) explore SUNY New Paltz as a possible location for the 2017 meeting; and (2) select lasting sustainable pens.

7. MHLS Board Outreach

- A. The Committee reviewed and agreed the 2015 Board approved letter from county delegations to board presidents and library directors in their county should be updated and sent in 2016. MHLS staff reported updated contact information for board presidents would be available in April.
- B. The Committee discussed how county delegations might discuss coordinated outreach efforts via a working lunch following the May meeting of the Board.

8. Reporting and Recording Communication from Board Members at Board Meetings

- A. The Committee agreed MHLS Trustees should report at MHLS Board meetings on planned or held meetings with a board of trustees of member libraries. This would support board assessment of the impact of the letters sent by each Board county delegation to Board presidents and library directors in their county.
- B. The Committee requested a report template be developed for use by MHLS Trustees.

9. New York Library Association Memberships for MHLS Trustees

- a) The Committee agreed MHLS should provide New York Library Association (NYLA) Memberships to all MHLS Trustees unless membership is declined by a Trustee. The NYLA membership fee for a trustee is \$30. (Postscript: the committee recommends that the System provide NYLA memberships for MHLS Board members).

BOARD ACTION ITEM – THE TRUSTEE SERVICES COMMITTEE RECOMMENDS THAT THE BOARD REINSTATE SYSTEM FUNDING OF MEMBERSHIPS IN THE NEW YORK LIBRARY ASSOCIATION FOR MHLS TRUSTEES.

- b) MHLS Trustees should be polled to determine if they have a current NYLA membership, which might be provided due to their position as a public library trustee.
- c) The Committee requested MHLS Trustees be provided information regarding their NYLA membership. (Postscript: NYLA Membership Benefits @ https://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS_Document&DocID=410&MenuKey=membership)



10. Ms. Sameth confirmed the next meeting of the Committee will be held in May and reviewed agenda topics.
11. Ms. Sameth requested and received approval to adjourn the meeting.