



Personnel & Planning Committee Report

Committee Meeting – Friday, April 22, 2016, 1 PM, MHLS

1. Roll Call
 - X John Bickford, Chair (D)
 - X Stuart Auchincloss (U)
 - X Debra Klein (G)
 - X Regina Morini (P)
 - X Michele Ment (P)
 - X Camilla W. von Bergen (Ex-officio)
 - X Tom Sloan (Staff Liaison)
 - X Linda Vittone (Staff Liaison)
2. Mr. Bickford called the meeting to order.
3. 2015 Board Survey of Library Directors
 - A. The Committee reviewed plans for actions to address the three (3) service areas identified as Needs Improvement, which are: (1) Youth Services, (2) III Software/Functions, and (3) Internet Service Provider (ISP) Services.
4. MHLS Personnel Policies
 - A. The Committee reviewed and edited the proposed revision to the MHLS Conference Travel Policy, now titled the policy for Staff Overnight Travel.
 - B. ACTION: The Committee recommends to the MHLS Board the adoption of the proposed Staff Overnight Travel Policy.**
5. 2016-2021 MHLS Plan of Service
 - A. The Committee reviewed the MHLS Planning Process for 2016-2021 Plan of Service and the findings of the Survey of Stakeholders to Prioritize MHLS Services.
 - B. The Committee agreed to the following schedule for the review and approval of the 2016-2021 Plan of Service
 - 1) MHLS Staff Draft Plan - May 2016
 - 2) June 2 - First Draft of Plan Reviewed at Directors Association Meeting
 - 3) June 9-23 - Second Draft of Plan Comments from Personnel & Planning Committee
 - 4) July 12 - Third Draft of Plan Reviewed at Directors Association Meeting
 - 5) July 13 - Third Draft of Plan Reviewed at MHLS Board Meeting
 - 6) August - Final Draft of Plan Reviewed & Approved by Personnel & Planning Committee
 - 7) September 7 - Final Draft Presented at Directors Association Meeting
 - 8) September 14 - Final Draft Reviewed & Approved at MHLS Board Meeting
 - 9) October 1 - Plan Submitted to State

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.



- C. The Committee discussed plans for the development of an MHLS Action Plan based on the 2016-2021 Plan of Service.
6. 2016 Board Surveys
- A. The Committee discussed ideas for the 2016 Board surveys of library directors and library board presidents.
 - B. Ideas for the survey of library directors included:
 - 1) Focus on future services as represented in the 2016-2021 Plan of Service.
 - 2) Survey directors to identify each director's top 2-3 services they would like to discuss in a focus group.
 - 3) Conduct focus groups based on service interests with library directors regarding the future direction of specific services. Invite MHLS Trustees and public library trustees to participate in the focus groups.
 - 4) Use focus group findings to influence decisions regarding the MHLS Action Plan based on the 2016-2021 Plan of Service.
7. Committee members agreed to hold their next meeting after the September 14 meeting of the MHLS Board.
8. Adjourn

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