



Report of the Trustee Services Committee

Meeting: Monday, November 7, 2016

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| × Myrna Sameth – Chair (U) | × Mark Wilson – (C) |
| × Lisa Baker Brill – (G) | × Camilla von Bergen, Ex Officio – (P) |
| × Sharon Davis (C) | × Tom Sloan – (Staff Liaison) |
| × Richard Swierat (D) | × Merribeth Advocate – (Staff Liaison) |

1. Ms. Sameth call the meeting to order and the Committee approved the agenda
2. MHLS Board of Trustees Orientations
 - A. The Committee reviewed the 2016 orientation schedule and discussed recommended changes for the 2017 orientation. Recommendations included: (1) use the 2016 format and agenda for 2017; (2) ask every MHLS Trustee briefly introduce themselves, at the working lunch, including their background and relationship with libraries; and (3) add to each orientation topic the specific role(s) of MHLS Trustees and any likely hot topics for the year.
 - B. The Committee review the MHLS Board Bylaws regarding MHLS Trustee education, which states: *Each trustee is required to have attended a library trustee education workshop offered by the Mid-Hudson Library System or a comparable trustee education provider within three years preceding their election to the board or within their first year as a trustee.* The Committee recommended MHLS staff collect and record, for each MHLS Trustee, the trustee education event that ensure each MHLS Trustee is in compliance with the Board Bylaws.
 - C. The Committee discussed the need to better understand the structure of and issues facing libraries in all five counties served by MHLS. The Committee recommended a 10 minute presentation by a library director from each county be scheduled for each of five MHLS Board meetings in 2017.
3. MHLS Annual Membership Meeting
 - A. The Committee reviewed the 2016 event program and the evaluations submitted by 40 library directors, trustees, and staff. The annual membership meeting was attended by more than 150 people representing 44 member libraries.
 - B. The Committee recommended considering the following matters in planning the 2017 annual membership meeting: (1) compress the time for registration and breakfast recognizing people could be eating during the program and the event could end earlier; (2) consider hosting the meeting at a location on the west side of the Hudson River with preferences for an educational/cultural venue and easy access to major highways and bridges; and (3) consider a keynote speaker that brings diversity to the role (e.g., female, African American, Latino); and (4) have a short film/video produces that highlights the event for sharing with members who didn't attend.



4. MHLS Board Outreach
 - A. The Committee reviewed the 2016 Outreach Memo - OUTREACH FROM MHLS BOARD COUNTY DELEGATES.
 - B. The Committee requested each MHLS Trustee be provided with contract information for the board presidents and library directors in their county.
 - C. **ACTION ITEM:** The Trustee Services Committee recommends to the MHLS Board that a letter be issued from the MHLS Trustees of each county to the board presidents and library directors in their county for the purposes of introductions and outreach to member libraries.
5. Presentation on MHLS Trustee Education Program
 - A. Ms. Advocate provide an overview of the MHLS Library Trustee Education Program including the annual schedule for workshops and the availability of on demand webinars.
6. Presentation on NY Helping All Trustees Succeed (HATS)
 - A. Ms. Smith Aldrich provided an overview of the NY HATS program including its five key components: (1) Orientation – the basics of what every trustee should know; (2) Legal Issues for Libraries; (3) Financial & Fiduciary Responsibilities; (4) Planning & Advocacy for Library Sustainability; and (5) Seven Habits of Highly Effective Boards.
7. Ms. Sameth called for and the Committee agreed to adjourn the meeting.