



Personnel & Planning Committee Report

Committee Meeting – Monday, September 26, 2016

1. Roll Call

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|------------------------------------|--------------------------------------|
| X John Bickford, Chair (D) | X Camilla W. von Bergen (Ex-officio) |
| O Stuart Auchincloss (U) (excused) | X Tom Sloan (Staff Liaison) |
| X Regina Morini (P) | X Linda Vittone (Staff Liaison) |
| X Michele Ment (P) | |

2. The meeting was called to order by Mr. Bickford.

3. The Committee reviewed and endorsed a proposal for the process to develop, report, review, and adopt Action Plans for the MHLS Plan of Service.

a) Planning Process

i) The process would group services based on priorities/service centers:

- (1) Phase I: Delivery; Integrated Library System; Cataloging; Coordinated (IT)
- (2) Phase II: Professional Development/Continuing Education; Consulting/Development; Awareness/Advocacy; Construction; Communication Among Member Libraries
- (3) Phase III - Cooperative Collection Development; Digital Collection Access; Interlibrary Loan; Cooperative Efforts with Other Library Systems
- (4) Phase IV: Coordinated Outreach; Youth Services; Adult Literacy; Early Literacy; Correctional Facilities

ii) The process would develop, report, review, and adopt Action Plans based on a three (3) month cycle for each phase:

- (1) First Month – MHLS Staff Develop Discussion Draft of Action Plans per Phase
- (2) Second Month – Focus Groups for Stakeholders (i.e., MHLS Trustees, Library Directors, MHLS Staff) Review Actions Plans per Phase
- (3) Third Month – Action Plans Finalized and Presented to MHLS Board & Directors Association per Phase

iii) The process timeline would cover the period of October 2016-September 2017:

- (1) Phase I – Oct-Dec 2016
- (2) Phase II – Jan-March 2017
- (3) Phase III – April-June 2017
- (4) Phase IV – July-Sept 2017

iv) The format for reporting Action Plans would include naming key new activities and listing the year(s) of each activity's implementation

b) MHLS Board of Trustees Review

- (1) The Committee agreed the process to develop, report, review, and adopt Action Plans for Plan of Service should be distributed to all MHLS Board members with a request for Board members to contact John Bickford with any comments and/or questions.

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.



4. The Committee reviewed a proposed MHLS Abusive Conduct Prevention Policy. The Committee recommended and adopted several edits to the proposed policy.
ACTION ITEM: The Personnel and Planning Committee recommends to the MHLS Board of Trustees the approval of the proposed MHLS Abusive Conduct Prevention Policy.
5. The Committee reviewed a proposed process to conduct the 2017 performance review of the MHLS Executive Director. The Committee agreed the process established in 2014 should be continued with the exception of the evaluation form being provided to MHLS Board member via SurveyMonkey rather than in paper.
ACTION ITEM: The Personnel and Planning Committee recommends to the MHLS Board of Trustees the approval of the proposed: (1) Performance Appraisal Process & Timeline; and (2) Performance Appraisal/Duties & Responsibilities.
6. The Committee agreed Committee work had been completed for 2016 and no additional 2016 Committee meeting was required.
7. The meeting was adjourned.

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