



## **Personnel & Planning Committee**

### Report on Committee Meeting – Wednesday, June 14, 2017

1. Roll Call
  - X John Bickford, Chair (D)
  - X Stuart Auchincloss (U)
  - X Robert Culp (P)
  - X Barry Ramage (D)
  - O Mary Linda Todd (G) (excused)
  - O Camilla W. von Bergen (Ex-officio) (excused)
  - X Tom Sloan (Staff Liaison)
  - X Linda Vittone (Staff Liaison)
2. Mr. Bickford called the meeting to order.
3. MHLS Personnel Policies
  - A. The Committee discussed the MHLS Personnel Policies Handbook. The Committee recommended: (1) the Committee annually review the MHLS Personnel Policies Handbook; (2) the MHLS Personnel Policies Handbook be provided to Committee members at the start of their Committee term; (3) the MHLS attorney review the Table of Contents and identify any policy area(s) that requires updating; and (4) MHLS explore if and how the software MHLS uses to organize and publish the MHLS Personnel Policies Handbook might be of interest to member libraries.
  - B. Proposed: MHLS Cellular Phone Policy  
**COMMITTEE ACTION: The Committee recommends to the MHLS Board the adoption of the proposed MHLS Cellular Phone Policy.**
4. [MHLS Plan of Service 2017-2021](#)
  - A. The Committee considered the Action Plans as grouped by priorities/service centers.
  - B. The Committee reviewed a discussion draft of the mid-year report on MHLS Action Plan Activities and recommended several changes. Mr. Sloan reported the Directors Association would also be reviewing and commenting on the draft report. Based on comments regarding the draft report, a final report would be presented to the MHLS Board for review.
  - C. The Committee reviewed the history and purposes of prior MHLS Board annual surveys of library directors and board president, noting past survey findings could serve as baselines for comparison to future survey findings. The Committee agreed Action Plan reporting on the MHLS Plan of Service should provide the Board with essential information to evaluate the Plan of Service. The Committee discussed the value of MHLS Trustees meeting with library directors and public library boards in identifying issues in their county regarding MHLS services. The Committee agreed not to issue 2017 MHLS Board surveys of library directors and board presidents.

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5. MHLS & CSEA Agreement
  - A. The Committee discussed the collective bargaining agreement with Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO regarding a 2017 comparative salary study between MHLS and selected New York State Library Systems. Survey findings would inform limited negotiations between MHLS and CSEA regarding salaries for 2018.
  - B. Mr. Sloan reported that MHLS administrative staff and CSEA representatives had agreed the 2017 salary survey would be based on the 2015 process, which had been agreed to in 2015 by the MHLS Board.
  - C. The Committee reviewed the salary survey timeline including the need for a Personnel & Planning Committee meeting in September to review salary survey findings.
  - D. The Committee discussed how member libraries might benefit from collecting comparable salary information from libraries using a benchmark process.
6. The Committee agreed a Doodle Poll would be conducted to determine the date and time of their September meeting.
7. Mr. Bickford requested and received approval to adjourn the meeting.

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