



Personnel & Planning Committee

Report: Committee Meeting – Friday, September 22, 2017, 10 AM, MHLS

1. Roll Call

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| X John Bickford, Chair (D) | X Mary Linda Todd (G) |
| O Stuart Auchincloss (U) (excused) | X Camilla W. von Bergen (Ex-officio) |
| X Robert Culp (P) | X Tom Sloan (Staff Liaison) |
| X Barry Ramage (D) | X Linda Vittone (Staff Liaison) |

2. Meeting Called to Order by Mr. Bickford

3. MHLS Personnel Policies

- A. The Committee discussed how best for MHLS personnel policies to be reviewed and revised if needed.
- B. The Committee agreed, MHLS would contract with a human resources specialist(s) to:
 - 1) Review the MHLS Personnel Manual's Table of Contents and identify policies that fall under specific legal requirements/Federal or NY State law/regulatory oversight;
 - 2) Review all policies that fall under specific legal requirements/Federal or NY State law/regulatory oversight and recommend revision language as needed.

4. [MHLS Plan of Service 2017-2021](#)

- A. The Committee agreed to review a revised DRAFT of the Progress Report on the MHLS Plan of Service based on comments and any changes resulting from review and recommendations by the Directors Association.

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. The Committee reviewed the findings of the 2017 salary survey and a report on MHLS part time hourly wages compared to the NY state mandated minimum wage.
- C. The Committee agreed on a recommended amount for 2018 salary adjustments for full time and part time staff. The recommended amount will be used to inform discussions with CSEA regarding 2018 MHLS salaries.

6. The Committee agreed to meet in the October or November. Agenda items will include a review of the revised DRAFT Report on the MHLS Plan of Service

7. Meeting Adjourned

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.