

Personnel & Planning Committee Meeting

Tuesday, November 27, 2018 | 10:00am

1. Roll Call

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| ✓ Richard Swierat, Chair (D) | __ Mary Linda Todd (G) |
| ✓ Stuart Auchincloss (U) | ✓ Mark Wilson (ex officio) (C) |
| ✓ Robert Culp (P) | ✓ Rebekkah Smith Aldrich (Staff Liaison) |
| ✓ Barry Ramage (D) | ✓ Linda Vittone (Staff Liaison) |

2. Mr. Swierat called the meeting to order and the agenda was adopted.

3. MHLS & CSEA Agreement

- a) The Committee reviewed the major changes to the MHLS & CSEA Agreement as proposed on October 26th, which, at the time of this meeting is pending approval from the CSEA membership

ACTION: The Personnel & Planning Committee recommends the MHLS & CSEA Agreement, as it stands on November 27th, contingent on the addition of language from CSEA clarifying the procedure in light of the Janus decision, for approval by the MHLS board.

ACTION: The Personnel & Planning Committee recommends extending the 2.5% salary increase negotiated in the contract for each of the next three years to all non-CSEA employees.

ACTION: The Personnel & Planning Committee recommends extending all negotiated items in the proposed contract to all full-time, non-CSEA employees.

4. Review Proposed 2019 Action Plan

- a) The Committee reviewed the [updated draft 2019 Action Plan](#) provided by the Executive Director. These updates were generated with input from the System Services Advisory Committee of the Directors Association and through the Executive Director's Stakeholder Survey and Listening Tour results. Update highlights include:

- (1) Integrated Library System & Cataloging Services (Service Priority 2 & 3)
 - (a) The addition of two new continuing education items for 2019-2021:

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.

- (i) Sierra Users Group Meetings
- (ii) Core Competency Trainings to be held regionally
- (2) Professional Development and Training (Service Priority 5)
 - (a) Trustee Education Program
 - (i) Additional intermediate offering for 2019 and 2020
 - (ii) Additional advanced offering for 2019 and 2021
 - (b) Operational Management & Leadership Development Program for Library Directors & Staff
 - (i) Additional training on legal topics for directors for 2019
 - (c) Community Engagement/Project Outcome Program for Library Directors & Staff
 - (i) Extension of Project Outcome support through 2019
 - (d) Library User Experience Tools/Resources
 - (i) Evolution of this outcome from an event to the development of tools and resources
 - (ii) Integration of this action with the multi-year Lab Project findings
- (3) Consulting and Development Services (Service Priority 6)
 - (a) Community Based Planning Project
 - (i) Extension of the Turning Outwards program through 2021
 - (b) New Director Orientation & Support
 - (i) Continue fine-tuning of new director onboarding through 2019
- (4) Awareness and Advocacy (Service Priority 9)
 - (a) “Professional Development for Library Advocates” has been evolved to “Building Our Base of Support Outside of the Traditional Library Community.” Our action will be to develop relationships and partnerships with like-minded stakeholders in the Hudson Valley not currently broadly affiliated with the library community. “Like-minded” meaning those whose core values align with ours.
- (5) Communications Among Member Libraries (Service Priority 12)
 - (a) Roundtables: addition of a social media roundtable for 2019

ACTION: The Committee recommends the adoption of the updated 2019 Action Plan by the MHLS Board.

5. Personnel Policies

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- a) The Committee reviewed our newly adopted [Sexual Harassment Prevention Policy & Harassment Complaint Form](#), which was modeled on the sample policy from New York State to comply with this new mandated policy, and the recently adopted [Policy Against Harassment and Discrimination \(page 57\)](#) in our Personnel Policy.
- b) The Committee directed MHLS staff to work to draft a single policy that will address the new mandates while retaining the anti-discrimination language in our original policy. This will be on the agenda for the next meeting of this Committee.

6. Executive Director's Position Description & Evaluation Process

- a) The Committee reviewed the evaluation form provided by the Executive Director as per her contract.
- b) The Committee is recommending a 6-month review of the Executive Director, to be administered in February 2019 by the Executive Committee.
- c) The Committee is recommending an annual evaluation, to be administered by the Personnel & Planning Committee in July/August 2019 by the full board.
- d) The form to be used will be based on the previous director's evaluation form with a slight edit to reduce the number of choices to rate the director's performance. It is recommended that the Executive Committee test out this form at the 6-month review event and recommend a final version of the form for the use of the full board.

7. Other

- a) The Committee asked the Executive Director for an update on the assessment of the Assistant Director position in light of the recent announcement of Merribeth Advocate's retirement. The executive director reported on her analysis of the position's stated responsibilities and her current work to reorganize the position's responsibilities and staff organizational chart to respond to that analysis. A plan will be in place and reported to the full board at their January 2019 meeting.

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