

## **Bylaws, Policy & Procedures Committee Meeting**

Tuesday, November 27, 2018 | 3:00pm

### **1. Roll Call**

- ✓ John Dax, Chair (C)
- ✓ Debra Klein (G)
- ✓ Michele Ment (P)
- ✓ Mark Wilson (ex officio) (C)
- ✓ Rebekkah Smith Aldrich (Staff Liaison)
- ✓ Linda Vittone (Staff Liaison)

### **2. Mr. Dax called the meeting to order and the agenda was adopted.**

### **3. Rules & Procedures for MHLS Board of Trustees**

The committee reviewed the 2018 Rules & Procedures for MHLS Board of Trustees document and have the following recommendations to update the document for 2019:

**ACTION: The Committee recommends the MHLS Board adopt the following edits for clarity of roles and expectations of liaisons to the MHLS Board in the Rules & Procedures document:**

*“...The Central Library director, serving as a liaison to the MHLS Board of Trustees, shall prepare an annual written report for the December meeting as an ex officio member of the MHLS Board of Trustees, and may shall be requested to prepare additional quarterly written reports (for distribution with the agenda) on those aspects of the Central Library which are of direct interest to the board and shall be given an opportunity at all monthly meetings to comment on or add to the report.*”

*A representative of the Directors Association, serving as a liaison to the MHLS Board of Trustees, as an ex officio member of the MHLS Board of Trustees, shall be requested to prepare a written report (for distribution with each agenda) on those aspects of the Directors Association which are of direct interest to the board and shall be given an opportunity at all monthly meetings to comment on or add to the report...”*

BYLAWS, POLICY AND PROCEDURES COMMITTEE – Reviews the MHLS Bylaws and presents a report and recommendation at the Board of Trustees May meeting, following which the board may present its recommendations for amendments at the annual meeting. Reviews and recommends MHLS policies and procedures other than those that are explicitly covered by other committees.