

Trustee Services Committee

April 19, 2019 | 10:00am - 12:00pm | MHLS Conference Room

Agenda

1. Roll Call

- ✓ Kenneth Goldberg, Chair (U)
- ✓ Lisa Baker Brill (G)
- Sharon Davis (C)
- ✓ Priscilla Goldfarb (P)
- ✓ Rajene Hardeman (D)
- ✓ Janet Schnitzer (C)
- ✓ Mark Wilson (C), Ex Officio
- ✓ Rebekkah Smith Aldrich (Staff Liaison)

2. Committee Charge

- a. The Committee reviewed its charge and agree it is accurate for the coming year: *The Trustee Services Committee reviews and oversees the orientation of MHLS Trustees, as well as staff initiatives that support trustees of member library boards and the MHLS Board. Those initiatives include the MHLS Annual Meeting and trustee workshops. With staff support, the committee also encourages, models and evaluates the advocacy of the MHLS Board and its outreach to member library boards. The committee is preferably comprised of a representative from each county.*

3. MHLS Board Orientation: Debrief

- a. The Committee reviewed the evaluation results of the recent MHLS Board Orientation event held on March 30th and found the event to be a success.
- b. The Committee recommends that a tour of the MHLS web site be included in next year's orientation program.
- c. The Committee discussed items it may be useful to brief a new trustee on at the very start of their term (in January) prior to the March orientation session such as: an introduction to the warrant process; key talking points about MHLS and what services we provide; key roles/responsibilities/expectations of a MHLS trustee; and a review of the committee charge.
- d. The Committee asked Rebekkah explore the creation of a resource page on the Board web site to help board members answer frequently asked questions about their service on the MHLS Board.

4. Annual Membership Meeting Planning

- a. The 60th Annual Membership Meeting of the Mid-Hudson Library System will take place on Friday, October 25th at the FDR Presidential Library & Museum in Hyde Park, NY
- b. Our keynote speaker will be Miguel Figueroa, American Library Association Center for the Future
 - i. More about the ALA Center for the Future of Libraries: <http://www.ala.org/tools/future> and their Trend Collection: <http://www.ala.org/tools/future/trends>;
- c. The Committee reviewed the budget for this event and found that the long-standing directive for this event to "pay for itself" has not been the case in recent years. The Committee discussed ways in which we can reduce the cost of the event this year and moving forward. The Committee agreed that an increase to the ticket price from \$25 to \$30 dollars is appropriate for this year.

- d. The Committee discussed how to best celebrate the fact that 2019 is the 60th Anniversary of our organization and provided staff with ideas to pursue while planning the event.

5. Sexual Harassment Prevention Training for MHLS Trustees

- a. Under a new law in New York State all trustees must annually take sexual harassment prevention training. After a review of the options for administering this training the committee has directed MHLS staff to create a flexible online training approach that allows trustees to access online training videos at their convenience in order to comply with this new law prior to October 2019.

6. Board-to-Board Visits

- a. The Committee reviewed the current process for scheduling and reporting on Board-to-Board Visits.
- b. The Committee directed staff to begin tracking visits so that we can identify libraries who have not received a visit from a MHLS trustee.
- c. The Committee will work to gather best practice tips from MHLS trustees who routinely conduct visits to share with all MHLS trustees.
- d. The Committee will remind trustees to have a photo taken at their visits to be used in the MHLS Bulletin.

7. The meeting adjourned at 11:41am.

Orientation for New MHLS Board Members Evaluation Summary | March 30, 2019

Was this orientation worth your time?

Yes	100%
No	0%

List 3 things the orientation covered that you found most useful:

- Walking through the fiscal documents
 - Financial matters
 - Financial review
 - Financial reports
- Review the history and purpose of MHLS
- Meeting attendance vs Facetime
- Not all systems are cooperatives, there are other forms
- Primary Functions—Resource sharing and service improvements
- Board makeup and objectives
- Helpful general information

What percentage of the content covered today did you already know?

0-25%	0%
26-50%	25%
51-75%	25%
76-100%	50%

Was the length of this orientation:

about right	100%
could have been shorter	0%
could have been longer	0%

Comments:

- I appreciate how well planned and executed this session was--using and not wasting our time.
- When I go to a talk or workshop of any kind, I measure its success by not only what new information and understanding I gain, but also by the questions it raises in my mind that I would not have asked without the session. This orientation did all three of these things. Thank you.
- Thank you for taking the time to review what the system does and the Board's role in it.
- Always well done and covers what trustees need to know.