

# 2023 BOARD COMMITTEES & COMMITTEE OBJECTIVES

## EXECUTIVE COMMITTEE

President*	Barry Ramage
Vice President	Rajene Hardeman
Secretary	Stuart Auchincloss
Treasurer	Richard Swierat
Member-at-Large	Jill Leinung

## AUDIT

Chair: Stuart Auchincloss (U)  
Heather Blakely (U)  
Peter Carey (P)  
Janet Schnitzer (C)  
Mary Linda Todd (G)  
Rebekkah Smith Aldrich (Staff Liaison)  
James Coyle (Staff Liaison)

## BOARD DEVELOPMENT\*\*

Chair: Kenneth Goldberg (U)  
VACANT (G)  
George Joiner (P)  
Richard Swierat (D)  
Janet Schnitzer (C)  
Rebekkah Smith Aldrich (Staff Liaison)

## BYLAWS, POLICY & PROCEDURES

Chair: Debra Klein (G)  
Stuart Auchincloss (U)  
Peter Carey (P)  
Kenneth Goldberg (U)  
Janet Schnitzer (C)  
Rebekkah Smith Aldrich (Staff Liaison)

## FACILITIES

Chair: Rajene Hardeman (D)  
Heather Blakely (U)  
Carla Taylor (P)  
Janet Schnitzer (C)  
Mary Linda Todd (G)  
Rebekkah Smith Aldrich (Staff Liaison)  
Chris Herron (Staff Liaison)

## FINANCE

Chair : Richard Swierat (D)  
Heather Blakely (U)  
Peter Carey (P)  
Kenneth Goldberg (U)  
Jill Leinung (C)  
VACANT (G)  
Rebekkah Smith Aldrich (Staff Liaison)  
James Coyle (Staff Liaison)

## INCENTIVES\*\*

Chair: Stuart Auchincloss (U)  
Carla Taylor (P)  
Rajene Hardeman (D)  
Jill Leinung (C)  
Mary Linda Todd (G)  
Rebekkah Smith Aldrich (Staff Liaison)  
Laura Crisci (Staff Liaison)

## NOMINATIONS & ELECTIONS

Chair: Richard Swierat (D)  
Debra Klein (G)  
Ken Goldberg (U)  
Carla Taylor (P)  
Mark Wilson (C)  
Rebekkah Smith Aldrich (Staff Liaison)

## PERSONNEL & PLANNING

Chair: Mark Wilson (C)  
Stuart Auchincloss (U)  
Rajene Hardeman (D)  
George Joiner (P)  
Debra Klein (G)  
Rebekkah Smith Aldrich (Staff Liaison)

## Board Working Groups

### **Equity, Diversity & Inclusion (EDI)**

(reports to the Board Development Committee)

Co-Chairs: Rajene Hardeman (D) & Debra Klein (G)  
Stuart Auchincloss (U)  
George Joiner (P)  
Mark Wilson (C)

### **Government & Community Relations**

(reports to the Finance Committee)

Chair: Ric Swierat (D)  
Mark Wilson (C)  
Jill Leinung (C)

\*The President "...shall serve ex-officio as a member of all committees except the Nominating Committee" (MHLS Bylaws)

\*\* Preferably at least one from each county

# 2023 Committee & Working Group Objectives

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## **AUDIT COMMITTEE**

Reviews matters related to financial statements, the systems of internal controls and compliance, and the annual independent audit process, including the recommended engagement of and receiving of all reports from the auditors.

## **BOARD DEVELOPMENT COMMITTEE**

The Board Development 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 Membership 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 preferably includes at least one representative from each county.

## **BYLAWS, POLICY AND PROCEDURES COMMITTEE**

Reviews the MHLS Bylaws and presents a report and recommendations 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.

## **EXECUTIVE COMMITTEE**

“The Executive Committee, consisting of the officers and the immediate Past President, if the immediate Past President is still a member of the Board, and otherwise in conformance with New York State Law, shall transact such business as may be necessary between meetings of the Board. If the Past President is no longer seated on the Board, the Nominating and Elections Committee will nominate an additional member” -MHLS Bylaws

## **FACILITIES COMMITTEE**

Provides oversight for the maintenance and management of MHLS facilities and grounds, including facility infrastructure, such as communication and I.T. systems. Meets at least twice a year, including an annual physical inspection and review of the MHLS facilities.

## **FINANCE COMMITTEE**

Always keeping in mind the Triple Bottom Line (as outlined in the board approved Sustainability Policy), this committee reviews the system budget for the forthcoming year, makes modifications to the current year, and monitors financial performance. Preferably at least one trustee from each county.

## **INCENTIVES COMMITTEE**

Responsible for the continuing review of the MHLS grants program. Presents its recommendations for the following year's grants program to the board prior to the review of the next year's budget.

## **NOMINATING AND ELECTIONS COMMITTEE**

Presents, at the September meeting, a slate of Executive Committee members for the following year's board of trustees. The officers are elected at the December meeting. The Chair of this committee will also prepare and conduct the election of trustees at the annual meeting. The committee upholds the MHLS core values of equity, diversity, and inclusion in its work. The committee is preferably comprised of a representative from each county.

## **PERSONNEL AND PLANNING COMMITTEE**

The Committee, consistent with MHLS' vision, mission and values, including but not limited to equity, diversity, and inclusion, 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.

**Equity, Diversity & Inclusion Working Group Purpose Statement**

To review Mid-Hudson Library System (MHLS) policies, procedures and practices in the areas of governance, human resources and system service design and recommend new approaches; In a way that promotes equity, diversity and inclusion as a core value of the institution; So that MHLS is authentically improving its commitment to racial and social equity and serving as a model for our member libraries.

**Government & Community Relations Working Group Purpose Statement**

To raise the profile of the Mid-Hudson Library System; In a way that ensures stakeholders, such as member library leaders and legislators, understand the value of the System to our member libraries and communities while also promoting the value of our member libraries; So that stakeholders contribute to the financial sustainability of the System.

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\*\* Preferably at least one from each county