

Board Development Committee

April 8, 2024 | 1:30pm

1. Roll Call

- ✓ Kenneth Goldberg, Chair (U)
- ✓ Barry Ramage (D) (ex officio)
- ✓ Janet Schnitzer (C)
- ✓ Rebekkah Smith Aldrich (Staff Liaison)
- ✓ Barbara Swanson (G)
- ✓ Richard Swierat (D)
- ✓ Carla Taylor (P)

2. **Chair's Comments:** Chair Goldberg welcomed Carla and Barbara to the committee, this was their first meeting.

3. **Review Committee Charge:** The Committee reviewed its charge and recommend no changes.

- a. *Committee Charge:* 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.

4. 2024 Annual Meeting

- a. The 2024 Annual Membership Meeting has been scheduled for Friday, October 25th at The Wallace Center at the FDR Presidential Library & Museum.
- b. After researching costs to extend the meeting to a full day event or a partial day event to encompass the lunch hour the Committee agreed to leave the meeting schedule as is to avoid an escalation in costs for the event.
- c. The Committee provided input on a keynote speaker for the event and directed Executive Director Aldrich to work on securing the speaker for the event. Our keynote speaker confirmed with Rebekkah quickly: Lisa Varga, Executive Director, Virginia Library Association, Library Journal's 2024 Librarian of the Year.

5. 2024 Board Self-Evaluation

- a. The Board Self-Evaluation will once again be administered this spring, starting directly after the May board meeting with a due date of June 30th.
- b. A question will be added to solicit ideas for the 10-minute orientation topics presented at board meetings for the coming year.

6. MHLS Board Sexual Harassment Prevention Training Plan

- a. The Committee reviewed the training plan and approved the same process used last year to be used again for 2024.

7. Trustee Education Program

- a. The Committee reviewed the 2023 evaluation summaries for the MHLS Trustee Education Series and the Trustee Handbook Book Club.
- b. Executive Director Aldrich provided an overview of in person, online, and on demand offerings to help member library trustees meet their continuing education requirements under NYS Education Law:
 - i. Planning in the works to hold in person events in each county, first to be scheduled is with the Putnam County Library Association on Thursday, April 18th at 6pm at the Mahopac Library. Topic: Advocates & Ambassadors
 - ii. Trustee Essentials eCourse under development for Training on Demand Platform
 - iii. Spring-Summer Series to be held:
 1. Trustee Essentials
 2. Finance & Fiduciary Responsibilities
 3. Policies 101
 4. Multi-Year Financial Planning
 - iv. 2024 Trustee Handbook:
 1. After Party III recording now available
 2. March 19th session: What's new in the 2023 Edition of the Trustee Handbook? Recording now available
 3. Upcoming:
 - a. June 18: Libraries for the Future: An Introduction to Sustainability as the Newest Core Value
 - b. October 15: Governance Structure: The Role of Board Officers and Board Committees

The meeting was adjourned at 2:30pm.