

Personnel & Planning Committee

September 21, 2022 | 2:00pm

1. Roll Call

- ✓ Barry Ramage, Chair (D)
- ✓ Stuart Auchincloss (U)
- ✓ Priscilla Goldfarb (P)
- ✓ Debra Klein (G)
- ✓ Mark Wilson (C)
- Richard Swierat (D) (ex officio)
- ✓ Rebekkah Smith Aldrich (Staff Liaison)
- ✓ Saran Camara (Staff Liaison)

2. Personnel Updates: Executive Director Aldrich provided updates including the hiring of Laura Crisci as the MHLS Library Sustainability Coordinator who started on September 6th and the hiring of Amy Kendel as the MHLS Interlibrary Loan & Cataloging Specialist who began on August 15th.

3. Personnel Policies

a. The Committee reviewed proposed amendments to existing personnel policies and:

- i. **ACTION:** Chair Ramage moved, and Stuart Auchincloss seconded a motion to recommend the attached amendments to the existing “Harassment and Discrimination Prevention Policy” to fold in the recommendations for “anti-bullying” language. This was a recommendation from the Equity, Diversity, and Inclusion Assessment results from 2021. This motion passed unanimously. (attached)
- ii. **ACTION:** Debra Klein moved, and Priscilla Goldfarb seconded a motion to recommend the attached amendments to the existing “Employment Categories” clause of the personnel policy as it relates to the average number of hours worked for regular full-time and regular part-time employees. This motion passed unanimously. (attached)

b. **ACTION:** Aldrich introduced an “Email Encryption” policy (attached) to be added to the existing personnel policies in order to continue our organizational priority to protect sensitive and personal information that our staff has access to. Chair Ramage moved, and Debra Klein seconded a motion to recommend the adoption of this policy to the board. The motion passed unanimously.

c. **ACTION:** Aldrich introduced a “Technology and Data Security Policy” (attached) to be added to the existing personnel policies in order to continue our organizational priority to defend our computer networks and the privacy/confidentiality of data our staff has access to. Stuart Auchincloss moved, and Debra Klein seconded, a motion to recommend the adoption of this policy by the full board. The Committee’s conversation confirms that there is a companion procedural document that will be used for staff training. The Committee also encouraged the staff to ensure member libraries are following these best practices as well. The motion passed unanimously.

d. Internet Access Policy Upgrade

- i. Background: The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.
- ii. Issue: To receive the discounts offered by the FCC's E-rate program, Mid-Hudson Library System is required to adopt and implement an Internet safety policy addressing:
 1. Access by minors to inappropriate matter on the Internet;
 2. The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
 3. Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
 4. Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
 5. Measures restricting minors' access to materials harmful to them

iii. Proposed Policy: CIPA-Compliant Internet Access Policy

The Mid-Hudson Library System (MHLS) provides access to the Internet on its computers, including wireless access, and shall operate such access in compliance with the Children's Internet Protection Act (CIPA), and as such shall implement the Internet filtering protocols required by CIPA.

These filtering protocols apply to any such institution eligible for and receiving e-rate reimbursement for Internet Access under the Schools and Libraries Program of the Universal Service Fund, or eligible for and receiving Library Services and Technology Act (LSTA) funding for the purchase of computers used to access the Internet, and, as such, apply to MHLS. The intent of these protocols is to filter descriptions or visual depictions that are obscene, pornographic, or appeal to a prurient interest in nudity, sex, or excretion and, as such, harmful to minors, which is any person under the age of 17.

Although the use by MHLS computers by minors may be rare, CIPA requires all computers of an institution to which the law applies, and which can be used to access the Internet, to be filtered, even those reserved for and only available to adult staff who are persons over the age of 17. Filtering parameters and procedures to implement this policy shall be approved by the Executive Director. An override to remove such filtering shall be available to adults on request.

Therefore, MHLS shall, to the extent technically possible, and recognizing no Internet filter is 100%

effective, use technology protection measures to filter and block descriptions or visual depictions that are obscene, pornographic, or appeal to a prurient interest in nudity, sex, or excretion and, as such, harmful to minors.

Additionally, MHLS does not permit unlawful activities by minors, or permit unauthorized disclosure, use, and dissemination of personal information regarding minors, or provide minors access to direct electronic communications, such as Internet e-mail or chat rooms, unless their safety and security can be ensured by a supervising adult.

- iv. **ACTION:** Chair Ramage moved, and Priscilla Goldfarb seconded a motion to recommend the introduction of this policy to the board at the September board meeting and to recommend that the board adopt this policy, after the required public hearing,* at their December board meeting. The motion passed unanimously.

1. **Process note:** We are required to hold a public hearing as part of a board meeting where this would be approved by the board. MHLS staff propose that the draft be introduced at the September board meeting and an explanation of this process be provided and that the public hearing be scheduled as part of the December board meeting, and also include the Bylaws, Policy & Procedures Committee's upcoming Open Meetings Law-related policy draft review, which also requires a public hearing.

4. Plan of Service & Action Plan for 2023

- a. Aldrich confirmed that no amendments are proposed for the 2022-2026 Plan of Service
- b. **ACTION:** Chair Ramage moved, and Priscilla Goldfarb seconded, a motion to recommend to the board, the adoption of the 2023 Action Plan (attached), which is unchanged from the original proposal. The Committee's discussion confirmed that this action plan reflects the intent of the staff and member library directors. The motion passed unanimously.

5. **2022 Executive Director Evaluation Process:** The Committee members provided process notes on the process. Two suggestions were made: 1) that a trustee be able to print out their completed form once it is submitted and 2) that they be able to save their answers and come back to complete it at a different time. Chair Ramage will discuss these features with Board President Swierat.

6. **Other:** The Committee discussed the importance of information literacy skills for MHLS staff and member library staff and encouraged Aldrich to continue to highlight this in resources and training opportunities.

The meeting was adjourned at 2:46pm.