

# Bylaws, Policy & Procedures Committee

July 18, 2022 | 3:00pm

## Agenda

### 1. Roll Call

- ✓ Debra Klein, Chair (G)
- ✓ Stuart Auchincloss (U)
- Peter Carey (P)
- ✓ Rajene Hardeman (D)
- ✓ Janet Schnitzer (C)
- Richard Swierat (D) (ex officio)
- ✓ Rebekkah Smith Aldrich (Staff Liaison)

### 2. Policy Development

- a. **ACTION:** The Committee recommends the adoption of a **Removal or Suspension of a Trustee** policy for the Mid-Hudson Library System. A draft policy is provided for the board's consideration.
- b. **Open Meetings Law Update:** In the absence of a declaration of a state of emergency which allows for fully online meetings, NYS has amended Open Meetings Law which clarifies the post-pandemic requirements for open meetings.
  - i. A quorum of the board will be required to meet in person to convene a legal meeting of the board of the system.
  - ii. Currently, in order for an individual trustee to attend a meeting remotely the existing "[MHLS Trustee Participation via Videoconference in MHLS Board Meetings](#)" policy will need to be followed.
  - iii. The Committee has requested that the Executive Director work on an upgrade to this policy to take advantage of a new amendment to Open Meetings Law that would allow for remote participation of a System trustee from a location that is not open to the public under "extraordinary circumstances" as defined in the law. Examples of such circumstances are listed as "including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting." This will be discussed at the committee's next meeting in November. A public hearing will need to be conducted before passage of such a policy.

### 3. [MHLS Trustee Continuing Education Policy](#) Implementation: The Committee discussed guidance for MHLS Trustees based on the recent communication from the State Library on this topic. A procedural companion to the policy will be issued that clarifies:

- a. Annual training must be completed by the December board meeting date, annually.
- b. MHLS recognizes the list of pre-approved providers supplied by the State Library for the purposes of the MHLS Trustee Continuing Education Policy:

---

*Committee Charge:* 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.

- i. [New York State Library/Division of Library Development](#)
  - ii. [Public Library Systems](#) such as MHLS
  - iii. [WebJunction](#)
  - iv. [New York Library Association](#) (including the Library Trustees Section and other Sections/Roundtables)
  - v. [Reference and Research Library Resources Councils](#)
  - vi. [Empire State Library Network \(formerly New York 3Rs Association\)](#)
  - vii. PULISDO (Public Library System Directors Organization)
  - viii. [ALA](#) including United for Libraries and other Divisions
- c. MHLS Trustee will be required to produce documentation that provides proof of attendance in the form of either a certificate of attendance from a provider or a “self assurance form” that will be provided by January 2023.
- d. Documentation will be submitted to the MHLS Administrative Associate for tracking and compliance purposes.

**4. Annual Board Tasks:** The Committee development of a list of annual tasks which will be added to the board’s web page.

- a. January:
  - i. Oaths of Office
  - ii. Sign Conflict of Interest Disclosure Forms
  - iii. Sign Ethics Policy
  - iv. Approve Salary Schedule
  - v. Confirm Banking Institution
  - vi. Communication with all member libraries regarding Board-to-Board Visits
- b. March:
  - i. Review/Approval Variance Requests (if applicable)
  - ii. Review/Approval of System’s Annual Report to the State
  - iii. Advance Bylaw Amendments (if applicable)
  - iv. Orientation for New Trustees
- c. May:
  - i. Review/Approval of Central Library Program Expenditures from Previous Year
  - ii. Review/Approval of Central Library Program Expenditure Plan for Coming Year
  - iii. Board Self-Evaluation
- d. July:
  - i. Independent Audit Report Received
  - ii. Officer Nomination(s) to the Chair of the Nominations & Elections Committee
- e. August: Executive Director Evaluation
- f. September:
  - i. Mid-Year Budget Adjustments
  - ii. Recommendations for State Aid for Library Construction Program Awards
  - iii. Sexual Harassment Prevention Training
- g. October: Annual Membership Meeting/Election of New Trustees
- h. December:
  - i. Officer Election
  - ii. Budget Approval

5. **Equity, Diversity, and Inclusion (EDI) Working Group Recommendations:** The Committee reviewed the outstanding recommendations:
- a. "Audit rules/procedures to ensure board operations are inclusive of diverse board members": The Committee agreed this should be an ongoing effort to ensure our board culture is inclusive.
  - b. **ACTION:** The Committee recommends an amendment to the MHLS Ethics Policy to ensure that the nondiscrimination clause matches the language recommended by the Personnel & Planning Committee. A draft amendment is enclosed for the board's consideration.
6. **Other**
- a. The Committee would like to thank all committees for their work to consider how the issues of equity, diversity, and inclusion influence the work of their committees. The Committee discussed the recommendation that an overarching statement about equity, diversity, and inclusion be added to the top of the committee page, however, the Committee feels the MHLS [Equity, Diversity, and Inclusion Policy](#) should influence the work of all committees and therefore an additional statement to this effect is unnecessary.

The meeting was adjourned at 4:02pm.