

## Personnel & Planning Committee

June 7, 2022 | 1:30pm

### Agenda

#### 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. **Review of the Committee's Charge:** The Committee reviewed its charge and recommend no changes for 2022.

3. **Personnel Updates:** Executive Director Aldrich provided the following updates:

- a. Recently Filled Positions:
  - i. Financial Assistant: Lisa Massarelli started on May 9<sup>th</sup>
  - ii. Administrative Assistant position filled: Farah Faizi started on June 6<sup>th</sup>
- b. Two currently open searches underway:
  - i. Library Sustainability Coordinator
  - ii. Interlibrary Loan & Cataloging Specialist
- c. Kathryn Brew, current Technology Operations Support Specialist will be promoted to "ILS and Technology Operations Specialist." The board will be asked to approve a salary increase in acknowledgement of this.

#### 4. Personnel Policies

- a. The Committee discussed three recommendations from the MHLS Equity, Diversity and Inclusion (EDI) Working Group
  - i. Draft Anti-Bullying Policy: The Committee recommended that rather than a separate policy that the current "Harassment and Discrimination Prevention Policy" be amended to include specific reference to "anti-bullying." Executive Director Aldrich will work on this for the next Personnel & Planning Committee meeting.
  - ii. Review personnel policy for addressing staff complaints of discrimination. Ensure that the nondiscrimination clause is inclusive of race and ethnicity, sexual orientation, gender identity, class, age, religion, disability, pregnancy status, marital status, etc.
    - 1. CURRENT LANGUAGE: "Discrimination is practiced commonly on the grounds of age, disability, ethnicity, origin, political belief, race, religion, sex, etc. factors which are irrelevant to a person's competence or suitability."

*Committee Charge: 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.*

2. ACTION: Chair Ramage moved, and Stuart Auchincloss seconded a motion to recommend that the word “sex” be replaced with “gender identity and expression, sexual orientation” and that “socio-economic status” be added to the list. The motion passed unanimously to recommend this language to the board for their consideration.

iii. Add "sexual orientation" and "gender identity and expression" to the organization's equal employment opportunity, nondiscrimination, and anti-harassment policies if they are not yet included.

1. Current policies – EEO, anti-harassment and discrimination policies – were reviewed and it was found that all include this language already, no edits are recommended.

**5. 2022 Mid-Year Action Plan Report** (attached): Executive Director Aldrich provided a report on plan of service activities based on the board-approved action plan. Highlights included:

- a. A discussion of the impact of the rise of the cost of gas on the delivery contract.
- b. The development and implementation paths for the new online catalog (Vega Discover).
- c. Updates on sustainable funding efforts, including advocacy to reduce the number of 414 petition signatures required and the future of the OverDrive collection.
- d. Increased focus on the Toward Gigabit Libraries effort with member libraries.
- e. Outreach mini-grants; year two of The Library of Local Project; and the trend of libraries going fine free.
- f. New professional development opportunities coming in the second half of the year related to equity, diversity and inclusion including the Justice at Work Cohort; Safe Zone training and the Equity, Diversity, and Inclusion Mini-Conference on October 7<sup>th</sup>.

**6. 2022 Executive Director Evaluation Process**

- a. Background: In 2021 this process modeled the process used in 2019 and 2020 and was run from July 15-30 with a review of the results by the Executive Committee in August. The Committee will proceed as we have in the past. President Swierat will introduce a training component for trustees to introduce the process and make himself available to answer any questions trustees may have.

The meeting was adjourned at 2:47pm.



103 Market Street  
Poughkeepsie, New York 12601-4028  
Phone: 845.471.8060  
Fax: 845.454.5940  
<http://midhudson.org>

*Committee Charge: 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.*