

Board Development Committee | April 9, 2021

Meeting Notes

1. Roll Call

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| <input type="checkbox"/> Kenneth Goldberg, Chair (U) | <input type="checkbox"/> Ric Swierat, Ex Officio (D) |
| ✓ Lisa Baker Brill (G) | ✓ Rebekkah Smith Aldrich (Staff Liaison) |
| ✓ Priscilla Goldfarb (P) | ✓ Kerstin Cruger (Staff Liaison) |
| ✓ Rajene Hardeman (D) | |
| ✓ Jill Leinung (C) | |
| ✓ Janet Schnitzer, Interim Chair (C) | |

2. Review Committee Charge

- a. The Committee Members reviewed the current charge of the committee and discussed the work of the committee in the context of the board's focus on issues surrounding equity, diversity, and inclusion. The members agreed to proceed with the work of the committee for the year using a "lens" of EDI and decided to leave the current charge as is for the year: *"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 is preferably comprised of a representative from each county"*

3. **Debrief re: [March 13, 2021 Board Orientation](#)** – The Committee Members discussed the recent orientation session held for new/newer trustees and agreed that the addition of the discussion around EDI and the addition of a tour of the web site was welcomed. The committee suggested no changes for the 2022 orientation.

4. Annual Membership Meeting Planning

- a. Due to the pandemic and executive orders from the Governor that may hinder our ability to convene an in-person annual meeting again for 2021, the committee proposes:
- i. That we create a "Plan A" and a "Plan B" for the business meeting portion of the event:
1. If the current executive order to adjust Open Meeting Law for the purposes of social distancing are still in play: we hold all components of the meeting online.
 2. If the current executive order to adjust Open Meeting Law for the purpose of social distancing is **no longer in play** and we are back to being mandated to hold the meeting in person: we hold the meeting in the MHLS Auditorium for board members and staff only and use the AV System to simulcast the business meeting to the membership.

- ii. The Committee would like to see a continuing education component as was offered last year with a keynote speaker well versed on a topic related to EDI with time for questions and answers from the audience.
- iii. The Committee encourages the Executive Committee to ensure that the diversity of our board is showcased during the business meeting portion of the event.

5. **“Day of Learning” Proposed:** The Committee discussed the design of a longer event in the first quarter of 2022 that would be a mini-conference held online to take a deeper dive into topics related to EDI.
6. **Board Self-Evaluation:** The Committee will enact a board self-evaluation process for 2021. This process will be launched in May and entail each trustee filling out an online form to assess the performance of our board, board leadership and themselves. The outcome of the evaluation will be presented to the Committee in October and should help to inform board operations and future continuing education offered to board members. The timeline for this process will not conflict with the timeline for the evaluation of the executive director.
7. **Board-to-Board Visit Program:** The Committee Members reviewed the launch, tracking, and reporting procedures for this program and found them to be working well. This program is recommended to continue, as is, for 2022.
8. **Review of MHLS Trustee Education Series Evaluation Results:** The Committee Members review evaluation summaries for trustee education events offered to member library trustees by MHLS staff in the Fall of 2020.
- a. For 2020, all events in the MHLS Trustee Education Series were converted to webinars for the first time in our organization’s history.
 - b. The evaluation summaries reveal that the events were well attended and well received. Ratings and comments are overwhelmingly positive.
 - c. The Committee concurred with the staff finding that online trustee events should continue post-pandemic and be offered along with in-person trustee events.
9. **MHLS Board Sexual Harassment Prevention Training Plan:** The Committee Members reviewed the [MHLS Sexual Harassment Prevention Policy & Complaint Form](#) and the [MHLS Sexual Harassment Prevention Training Procedures & Feedback Form](#) and agreed that the process is working well for trustees. Therefore this process will be used once again for 2021.

10. **Other**

11. **Adjourn**