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Board Development Committee

April 26, 2023

1. Roll Call

- ✓ Kenneth Goldberg, Chair (U)
- □ Barry Ramage (D) (ex officio)
- □ Alexandra Prince (G) ✓ Rebekkah Smith Aldrich (Staff Liaison)
- ✓ George Joiner (P)
- ✓ Richard Swierat (D)
- ✓ Janet Schnitzer (C)
- 2. The Committee reviewed their charge and recommend no changes: 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.

3. 2023 Annual Meeting

- a. The Committee reviewed the results of a survey administered to member library directors, trustees, staff and Friends regarding the format of the 2023 annual membership meeting. The results were evenly split between the preference for online or in person.
 - ACTION: Richard Swierat moved, and Janet Schnitzer seconded, that the committee recommend to the MHLS Board that the 2023 Annual Membership meeting be held in person, at the FDR Presidential Library campus on Friday, October 27th. The motion passed unanimously.
 - ii. The Committee recommended that the Executive Director book a speaker for this event that can speak to the significant rise in book challenges across the country. Executive Director Aldrich will pursue speakers discussed and report back to the committee.

4. 2023 Board Self-Evaluation

- a. The Committee will once again administer a self-evaluation survey in May. All trustees are encouraged to participate. The results will be used to shape continuing education and future support for the board. The results will be provided to the full board.
- b. Committee Chair Ken Goldberg discussed plans to use three-years of data, which we would have in hand at the end of this evaluation period to conduct an analysis of trends.

5. Board Mentor Program

- a. The Committee reviewed a draft program description:
 - "The MHLS Board is committed to helping onboard new trustees in a timely manner. To this end the MHLS Board Development Committee has begun a mentorship program.

Who is a mentor and what do they do?

A mentor is a trustee who has been on the board for multiple years and is willing to be a "guide at the side"

to a new trustee. A mentor takes the time to check in with a new trustee, answer questions and help to connect a new trustee with resources and answers that increase a new trustees comfort and confidence while serving on the board.

How is this different from how we've done things in the past?

While county cohort trustees are always encouraged to support a new trustee representing their county, this program ensures a new trustee has a formal connection with an experienced trustee so we don't leave things to chance. "

- **b.** The Committee will administer a survey of newer MHLS trustees to better understand what was helpful to them in getting up to speed as a newer board member and what they would have liked to know sooner.
- 6. **Board-to-Board Visit Program:** The Committee reviewed the current format and procedures for Board-to-Board visits to member library boards by MHLS Board Members. It was noted there has been an uptick in requests for visits this year. This was attributed to advocacy work at Directors Association meetings to better explain the request and demystify the purpose of these visits. No changes to the program were suggested.
- 7. MHLS Board Sexual Harassment Prevention Training Plan: The Committee reviewed the MHLS Sexual Harassment Prevention training procedures for 2023 and agreed to use a new assessment form, in addition to the form used in the past few years, to document the completion of the training by MHLS trustees. Print copies of the forms will be provided at the May board meeting. The training will need to be completed, with forms submitted to MHLS by September 30th.

8. Update on Trustee Education Plans:

- **a.** Executive Director Aldrich provided a report on the results of a survey of member library directors and trustees as to their preferences for online vs. in person training offerings and noted how this is influencing the current and Fall Trustee Education Series schedule.
- b. Aldrich also provided an update on the new MHLS Training on Demand Service, noting that 59 of the 66 member libraries are now actively using this service with 589 enrolled member library trustees. The Training on Demand service launched in January of this year (2023). This allows trustees to take classes at their convenience and receive certificates of attendance to comply with the new trustee education requirement in NYS. The platform is set up so that each library director can manage the goals and training for their own staff/trustees and track the activity and document completion. Directors can get reports, add and remove members from their team.

The meeting was adjourned at 2:30pm