

Personnel & Planning Committee

November 16, 2020 | 11:00am

Agenda

1. Roll Call

- ✓ Barry Ramage (D), Chair
- ✓ Stuart Auchincloss (U)
- ✓ Debra Klein (G)
- ✓ Mark Wilson (C)
- ✓ Richard Swierat (D), Ex Officio
- ✓ Rebekkah Smith Aldrich (Staff Liaison)
- ✓ Linda Vittone (Staff Liaison)

2. Approval of the Agenda

3. Records Retention Policy Amendment:

- a. The state schedule for record retention and disposition will be upgraded in January 2021. This calls for our internal policy to reflect that.
- b. **ACTION ITEM:** Mr. Auchincloss moved, and Mr. Wilson seconded a that the following change be recommended to the board for their consideration. The motion passed unanimously:
 - i. **Document/Record Retention**
Please refer to the Record Retention and Disposition Schedule **LGSMU-1** for the types of and period of time that documents and records will be retained. At least one copy of each document or record that is applicable to MHLS will be retained according to the schedule.

4. 2021 Action Plan (attached): Ms. Aldrich provided an overview of the proposed 2021 Action Plan.

- a. Highlights of the review included:
 - i. Quarterly evaluation of delivery capacity as circulation trends continue to be impacted by COVID-19 era patron usage patterns.
 - ii. Implementation of the ILS Road Map 2.0 which includes the serials, ILL, materials booking, patron images and Encore harvesting modules.
 - iii. Migration to the next generation catalog product from III, Vega.
 - iv. Renewed focus on digital inclusion efforts across the service area.
 - v. A capstone report on the MHLS Lab Project program which focused attention on increasing circulation, increasing program attendance and increasing retention rates of new cardholders.
 - vi. The implementation of the Resilience Hub Project in four pilot libraries and a speakers series that all members can use for public programming.
 - vii. A focus on cultural competency issues including implicit bias and micro-aggressions.

Personnel and Planning Committee: 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

viii. The exploration of a reciprocal lending agreement for OverDrive with neighboring library systems.

ix. Reimaging state-level advocacy tactics during the COVID-19 era.

- b. **ACTION ITEM:** Mr. Auchincloss moved, and Mr. Ramage seconded the recommendation of this plan to the full board at their December meeting. The motion passed unanimously.

5. **2022-2026 Plan of Service Development Timeline:** Ms. Aldrich reviewed the three components of the next Plan of Service (the system plan of service, the Central Library plan of service and the Free Direct Access Plan) and presented a proposed timeline to carry out the activities identified earlier in the year to create the new plan:

2020

December: MHLS Plan of Service: service priority ranking survey released to stakeholders

2021

January:

- *MHLS Plan of Services:*
 - *Staff Assessment*
 - *Advertise dates of community conversations in February*
- *Central Library Plan: Process discussed at Central Library/Collection Development Advisory Committee (CL/CD Committee)*
- *Free Direct Access Plan (FDAP): System Service Advisory Committee (SSAC) designation of director reps to the committee to review the FDAP*

February:

- *MHLS Plan of Service: Community Conversations with Stakeholders*

March:

- *MHLS Plan of Service: Staff analysis and development of recommendations*
- *Central Library Plan: Discussion at CL/CD Committee meeting*
- *FDAP: committee convened*

April:

- *MHLS Plan of Service: Staff analysis and development of recommendations & draft plan*

May:

- *MHLS Plan of Service: Discussion at SSAC*
- *Central Library Plan: Discussion at CL/CD Committee / draft endorsed*
- *FDAP: Draft for SSAC review/endorsement*

June:

- *MHLS Plan of Service: Discussion at Planning & Personnel Committee meeting & DA*
- *Central Library Plan: Discussion at Planning & Personnel Committee meeting & DA*
- *FDAP: Discussion at Planning & Personnel Committee meeting & DA*

July-August:

- *MHLS Plan of Service: Finalize draft*
- *Central Library Plan: Finalize draft*
- *FDAP: Finalize draft*

September: Approval votes at DA & BOT for all three components

October 1: DLD Deadline

ACTION ITEM: Ms. Klein moved, and Mr. Auchincloss seconded the endorsement of the proposed timeline for the December board meeting. The motion passed unanimously.

6. Other

- a. Ms. Aldrich reported on the progress of the search committee to fill the MHLS Finance Manager & Personnel Officer position. A decision should be made by the end of November.
- b. Ms. Aldrich reported on the workplace arrangements made to combat the spread of COVID-19. Currently 50% of the MHLS staff are working from home and approved to do so through the first quarter of 2021. Supervisors are utilizing MS Teams, work plans with milestones, and routine online meetings to stay in touch with employees and manage projects and deadlines.

The meeting was adjourned at 11:46am.

Personnel and Planning Committee: 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