

## Personnel & Planning Committee

June 23, 2020

### 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. The Committee reviewed implementation issues and proposed adjustments to the MHLS 2020 Action Plan.

- a. The [current plan](#) was reviewed in the context of the financial impacts of the COVID-19 response, including the hiring freeze at MHLS. Background:
- b. Ms. Aldrich reviewed proposed adjustments to the plan in light of the events of the past three months including:
  - i. Changes already implemented:
    1. ILS Road Map 2.0: does contain catalog enhancement elements rather than just Sierra enhancements
    2. COVID-19 Support: We have held weekly meetings for directors; monthly meetings for member library trustees; provided a full complement of online webinars to support staff working from home and reimagining library services in a socially distanced world.
    3. MHLS NYLA Annual Conference Attendance Scholarship: This scholarship will not be offered in 2020 due to cuts and proposed cuts to state aid for library services.
    4. Turning Outward Program (Casey): The 2020 Turning Outward cohort has been suspended due safety issues around gathering library staff and trustees for necessary training and gathering community members to participate in conversations. The cohort program will resume in 2021 taking into consideration available guidance for safe gatherings and online training options.
    5. 2020 Lab Project (Casey): The 2020 Lab Project, Increasing Yes Votes, has been canceled for 2020 in light of the economic uncertainty facing libraries and communities in the wake the COVID-19 Pandemic.
    6. Friends of the Library Survey postponed: This survey will be rescheduled in the future to help MHLS optimize support for Friends Groups in member libraries.
  - ii. Proposed Adjustments:
    1. Scale-up data analysis of Delivery Operations-related data in light of COVID-19 shut down/restart patterns
    2. Transition ILS Workflow Consultations, Sierra Users Group and Core Competency Training opportunities to online-only events
    3. Trustee Education Series: move completely online for 2020 & 2021

**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

4. Provide on-going updates about the impact of COVID-19 on libraries for a target audience (i.e. directors, trustees and staff)
5. Transition Advocates & Ambassadors training to an online event
6. Transition 2021 Turning Outward Cohort to an online experience, both for member libraries and those they invite to their Community Conversations
7. Develop resources to help member libraries reimagine library services in the COVID-19 era
  - a. The Committee had considerable discussion of issues related to this item including how to best get the word out about library services, how to best help libraries assess the needs of their communities in the era of COVID-19 and how to, perhaps, re-envision library and system services in light of the realities of 2020.
8. Research and develop resources to help MHLS and member libraries address cultural competency issues (i.e. implicit bias, anti-racism)
  - a. The Committee had considerable discussion of this topic and how MHLS itself can get started in this work.
    - i. As a first step, Mr. Auchincloss moved and Ms. Klein seconded a motion to develop an anti-racist book discussion group for MHLS Board Members. The motion passed unanimously. MHLS Board President Ric Swierat and MHLS Executive Director Rebekkah Smith Aldrich will proceed with planning this program.

- c. Ms. Aldrich reported that MHLS will host an intern from the University at Albany's Information Science program to augment the efforts of the Library Sustainability Team August-December 2020.
- d. **ACTION ITEM:** Mr. Ramage moved and Mr. Auchincloss seconded a motion to recommend to the full board the adoption of the adjusted 2020 Action Plan as presented. The motion passed unanimously.
- e. The Committee reviewed plans for the 2022-2026 Planning Cycle as a new plan of service is due to be submitted to the NYS Division of Library Development in October 2021.
  - i. The following process, to begin in the fourth quarter of 2020 will include:
    1. Ranking of Services
      - a. [Compiled Prioritization of MHLS Services](#) (2016)
    2. Focus Groups
      - a. MHLS Staff
      - b. MHLS Board
      - c. MHLS Member Library Directors (one in each county)
      - d. MHLS Board Presidents

**3. The Committee reviewed the MHLS Personnel Policies Handbook and recommends no changes at this time.**

- a. Ms. Aldrich noted that the existing Telecommuting Policy is holding up in the face of our new work-from-home initiative to help keep staff safe in the face of COVID-19.

**4. The Committee reviewed the Executive Director's Evaluation Process and took steps to initiate the evaluation in mid-July.**

- a. From the minutes of the [December 2019 P&P meeting](#):
 

"...The Committee reviewed the 2019 Evaluation Process for the Executive Director and found that it worked well for the board's purposes.

- i. The committee recommends using the same process and online form to conduct the 2020 evaluation of the Executive Director.
  - ii. The committee recommends that the evaluation be conducted July 15-30, 2020 with a review of the results by the Executive Committee in August 2020, mirroring the timeline used in 2019.
  - iii. The committee recommends adding an introduction to the executive director's job description and the evaluation process to the general orientation held for trustees in March annually.
  - iv. The committee recommends a review of the evaluation form and how it is tied to the job description at the board meeting preceding the start of the evaluation period..."
- b. It was noted that item "iii. *The committee recommends adding an introduction to the executive director's job description and the evaluation process to the general orientation held for trustees in March annually.*" was not completed due to the cancellation of the March orientation due to COVID-19 measures. Mr. Swierat will address this item at the July board meeting.

## 5. Other

- a. Ms. Aldrich briefed the committee on the upcoming negotiations with the CSEA unit to address compensation and benefit adjustments in light of the COVID-19 financial crisis.
- b. Ms. Aldrich provided an update on the state budget and predictions about federal aid that may serve to help mitigate cuts to state aid for libraries.

**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