

# Personnel & Planning Committee

September 15, 2020

## 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. **Chair's Comments:** Mr. Ramage acknowledged the retirement announcement of Linda Vittone and commended Linda for her "stellar service" to the Mid-Hudson Library System and congratulated her on her retirement planned for the end of the year.

### 3. Review of MHLS Personnel Policies

- a. The Committee reviewed an amended Sick Leave Policy necessitated by a change in New York State Labor Law which will go into effect on September 30, 2020. **BOARD ACTION ITEM:** Ms. Klein moved and Mr. Auchincloss seconded a resolution to recommended the amended Sick Leave Policy to the full board at their next meeting.

### 4. Review of Plan of Services & Action Plan Reports

- a. Mr. Ramage noted that the System's next plan of service will need to be approved by New York State in October 2021. Ms. Aldrich reviewed the System's current [Plan of Service](#) (2017-2021) including the process for its development in 2016 and outlined a process for developing the next Plan of Service (2022-2026) that will include:
  - i. An exercise to rank the service priorities for the system by member library directors, MHLS staff and the MHLS Board.
  - ii. Focus groups with member library directors and board presidents to determine local library goals for the coming years.
  - iii. Creation of a draft plan by MHLS staff for review by the MHLS Personnel & Planning Committee and System Services Advisory Committee.

The Committee members endorsed the approach presented by Ms. Aldrich

- b. Ms. Aldrich provided a 3<sup>rd</sup> Quarter Report on the 2020 Adjusted Action Plan noting that the adjustments made in light of COVID-19 and the hiring freeze have been working well so far. The committee discussed the

**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

work that staff are doing to monitor patterns among member libraries due to COVID-19, in particular the offering of a “Reimagining Library Services” webinar series that is designed to help members respond to some immediate issues that have been exacerbated due to COVID-19 such as food scarcity and the digital divide. These webinars will highlight best practices from the field and feature panel discussions with member library directors.

- c. Mr. Ramage expressed thanks to the MHLS staff for their efforts under the adjusted action plan and support for filling the currently vacant positions impacted by the hiring freeze enacted due to the funding cuts from New York State in response to the COVID-19 crisis, once state aid is restored to 2019 levels.

#### **5. Review of Executive Director’s 2020 Evaluation Process**

- a. It was reported that 13 of 15 sitting trustees participated in the evaluation process.
- b. The Committee members agreed that the goal remains 100% participation in 2021. To that end this topic will be included in the orientation session offered in March 2021 for MHLS trustees and more reminders will be sent leading up to the due date next year.

#### **6. Other**

- a. Ms. Aldrich reviewed the transition plan in place to manage the recruitment and orientation of a new Financial Manager & Personnel Officer.