

MHLS Committee Chairs Meeting | January 7, 2022

A. Topic: Report on MHLS board priorities

The 2021 MHLS board priorities included:

1. Equity, Diversity, and Inclusion Working Group recommendations
2. Financial Stability through COVID-19 Response & Recovery Working Group recommendations
3. Development of the 2022-2026 Plan of Service
4. Outreach Efforts to member library boards and county library associations through Board-to-Board visits
5. Working with Saran Camara, our new Financial Manager & Personnel Officer

Each committee chair reported on the efforts of their committee work and outcomes.

AUDIT COMMITTEE:

- a) Included EDI language and values in the “request for proposal” to hire an auditing firm for the 2021 financial audit
- b) Continued discussions regarding EDI language to guide committee work and the committee statement of purpose

BOARD DEVELOPMENT COMMITTEE:

- a) Outlined areas of committee work which are impacted by EDI values to be included in the committee statement of purpose
- b) Recommended continuation to use remote resource for the annual meeting. This impacts on financial restraint and greater access for participation by members.
- c) MHLS training workshops will continue to be reviewed in regard to learning styles to suit remote and face to face opportunities
- d) Conducted first MHLS board self-assessment to guide future work of the board

BYLAWS, POLICY & PROCEDURES COMMITTEE:

- a) Reviewed EDI recommendation for inclusion in all language and policies of MHLS
- b) Advanced the now adopted [MHLS Equity, Diversity, and Inclusion Policy](#)
- c) Guided development of procedures for use of gender neutral language in board documents

FACILITIES COMMITTEE:

- a) Recommended two decarbonization projects (EV Charging Stations and solar panels) as priorities for the revised MHLS Capital Plan.
- b) Recommended a new project to invest in MHLS staff capacity to record and broadcast online events in an acknowledgement of both the increased access to content online production provides to our member stakeholders as well as the reduced carbon footprint of remote learning.
- c) Have adopted a process to audit the MHLS facilities in regard to access (ADA, electronic meeting access, etc)

- d) Developed a policy for the use of the MHLS Auditorium by outside parties

FINANCE COMMITTEE:

- a) Worked with the executive director to onboard our new Finance Manager & Personnel Officer into the work of the fiscal stability of MHLS
- b) Guided the tools and policies to manage the impact of the pandemic fiscal crisis, including a full review and reimagining of the reserve fund strategy to reduce future financial risk.
- c) Edited language of the committee statement of purpose to address the values of EDI
- d) “Hands On” education of committee members in the financial tools of MHLS
- e) Reviewed the use of private funds to support the future of MHLS and are working with staff to support the internal framework to accept and manage private funds.

INCENTIVES COMMITTEE:

- a) Assessed the System’s approach to the administration of the State Aid for Library Construction Program with an eye towards equity, diversity, and inclusion.
- b) Acknowledgement of the importance of funding projects in member libraries related to safety concerns.
- c) Supported the use of remote learning to minimize the impact of mileage expenses of staff and workshop participants.
- d) Plan to support the use of NYLA Conference Scholarship funds to support EDI values

NOMINATION AND ELECTIONS COMMITTEE:

- a) Developed and distributed recruitment standards to the county associations which encourage diversity of the candidates submitted to the MHLS board
- b) Developed and distributed recruitment standards to the board presidents of member libraries which encourage diversity on the candidates submitted to local library boards
- c) Developing future leadership for the MHLS board from within as well as from the local libraries’ boards.

PERSONNEL AND PLANNING COMMITTEE:

- a) Amended committee statement of purpose to align with EDI values
- b) Utilization of the new EDI policy analysis framework to guide the work of the committee
- c) Negotiated the next three-year CSEA contract to manage our fiscal strength and staff competencies
- d) Created and supported the development of the 2022-2026 Plan of Service.

EXECUTIVE COMMITTEE:

- a) Advanced the now adopted [Ethics Policy](#) for MHLS board members and staff
- b) Created the now adopted MHLS [Mission and Vision statements](#)
- c) Supported the development of the 2022-2026 Plan of Service
- d) Advanced the now adopted [Sustainability Policy](#)

B. The committee chairs reviewed the 2022 Priorities:

Member Outreach

Increased focus on Board-to-Board visits to member library boards as well as to the county-based library associations to strengthen relationships, promote transparent communication throughout the system and develop a plan to encourage member library trustees to consider becoming MHLS board trustees in the future.

Board Education

Strengthen and support MHLS Board Members' competencies, skills and commitment to ethical leadership through professional development topics identified through the boards' self-assessment; recommendations from the board's Equity, Diversity, and Inclusion and COVID-19 Response & Recovery Working Groups; and activation by our board committee chairs.

Financial Stability

Increased focus on creating resources and support for MHLS to ensure financial stability through state level advocacy for state aid; continued support to ensure member libraries are adequately supported by their local communities; and progress on long-range planning related to fund development that supports MHLS without impacting member libraries' fundraising connections and opportunities.

Equity, Diversity, and Inclusion

Provide governance leadership on the topics of equity, diversity, and inclusion; modeling and promoting best practices for member library boards; and work to bring the Equity, Diversity, and Inclusion Working Group's 2022 Goals to life.

Sustainable Library Certification Program

Complete the requirements for the Sustainable Library Certification Program which will help us to create a strong foundation for our commitment to environmental sustainability, social equity, and economic feasibility.

Each chair was asked to:

- Review these priorities and determine how they will impact the work of their respective committee in the 2022 board year.
- Become familiar with the Sustainable Library Certificate Program to determine how the committees will support this effort.
- Review, with their committee colleagues, the questions used in the first-ever board self-evaluation process and to provide feedback to the Board Development Committee chair, Ken Goldberg.