

Executive Committee

April 28, 2021

1. Roll Call

- ✓ Ric Swierat, President (D)
- ✓ Barry Ramage, Vice President (D)
- ✓ Stuart Auchincloss, Secretary (U)
- ✓ Mark Wilson, Treasurer (C)
- ✓ Priscilla Goldfarb, Member-at-Large (P)
- ✓ Rebekkah Smith Aldrich (Staff Liaison)

2. Approval of the Agenda – Moved by Mr. Wilson, seconded by Mr. Auchincloss. Unanimously approved.

3. Chair's Comments: Mr. Swierat noted the pivotal time we find ourselves at given the continued impact of the pandemic on our finances and member libraries, and the fact that this is the year we are developing our next five-year plan of service and emphasized the important role of the Executive Committee in the coming months to facilitate management of the system's finances and planning process.

4. Plan of Service

- a. Ms. Aldrich reviewed the timeline for the development of the 2022-2026 Plan of Service and provided a status report on related activities. The [themes identified](#) through Community Conversations with Directors were presented and discussed.
- b. Ms. Aldrich introduced a process to review the current MHLS mission statement and to develop, for the first time, a vision, values and ethics statements for MHLS:
 - i. Proposed Steps:
 - 1. **Target Audiences (staff and board) to review:**
 - a. Results of the Marketing Research Survey
 - b. [Themes](#) from Community conversations conducted with member library directors
 - 2. **Internal Focus Groups (May-June 2021)**
 - a. MHLS Trustees (2 sessions)
 - i. Two dates to be offered, 7 trustees at each
 - b. MHLS staff (2 sessions)
 - i. Session 1:
 - 1. Finance Manager & Personnel Officer
 - 2. Financial Assistant
 - 3. Delivery Operations Manager
 - 4. Assistant Delivery Operations Manager
 - 5. Library Sustainability Coordinator
 - 6. Library Sustainability Association & Communications Specialist
 - ii. Session 2:

Committee Charge: "The Executive Committee, consisting of the officers and the immediate Past President, if the immediate Past President is still a member of the Board, and otherwise in conformance with New York State Law, shall transact such business as may be necessary between meetings of the Board. If the Past President is no longer seated on the Board, the Nominating and Elections Committee will nominate an additional member"

-MHLS Bylaws

1. Technology Operations Team (7 members)
- c. Questions for the Focus Groups
 - i. Same pattern as Community Conversations with members:
 1. What kind of library system should we be working to create?
 2. Why is that important to you?
 3. How is that different from how you see the system now?
 4. What are some of the things that need to happen to create that kind of change?
3. **Review Current Mission Statement** (Executive Committee→Board at July or September Board meeting)
4. **Draft Vision Statement** (Staff → Executive Committee →Board at July or September Board meeting)
5. **Poll trustees and staff on our core values** based on input from the focus groups/market research/ALA Core Values of Librarianship
6. **Adopt Ethics Policy/Statement for Board & Staff** (Personnel & Planning Committee or Executive Committee? → Board)
- ii. Mr. Auchincloss moved, and Ms. Goldfarb seconded, a resolution to endorse the proposed process. This resolution passed unanimously.

5. MHLS Finances

- a. Reconstruction Budget Proposal
 - i. Ms. Aldrich provided a review of the current revenue projections for FY2021 as compared to the 2021 budget approved by the board in December 2020.
 - ii. Ms. Aldrich presented a budget proposal to reconstruct aspects of the MHLS budget that were “deconstructed” last year as the organization confronted uncertainty in financial revenues due to the pandemic and to minimize risk in future years where funding may be reduced. To this end she presented proposals in three areas: reserves, personnel, and facilities – all of which would meet the fiscal policy threshold of making budget adjustments of more than \$10,000.
 1. The Executive Committee endorses the proposal to create and fund an “Employee Benefit Accrued Liability Reserve Fund,” and directed Ms. Aldrich to provide a draft policy to establish and oversee this fund at the next MHLS Finance Committee meeting.
 2. The Executive Committee endorses lifting the partial hiring freeze that was in place and greenlighted moving ahead with filling two positions left vacant last year.
 3. Mr. Wilson moved, and Mr. Auchincloss seconded a resolution to recommend to the board the creation of a new Technology Operations Support Specialist and approve salary adjustments, to go into effect June 1, 2021, for the following positions:
 - a. Finance Manager & Personnel Officer
 - b. Library Sustainability Coordinator
 - c. Data Operations Supervisor (formerly the Assistant ILP Operations Supervisor)

The motion passed unanimously.

4. The Executive Committee endorsed the plan to pursue the delivery operations area renovations as planned in 2020 and to reinstate funding for buildings and grounds projects that were suspended in 2020.
- b. Members' Capital Fund Allocation
 - i. Ms. Aldrich reported that due to budget cuts made by staff, contract re-negotiations, a hiring freeze, and grants, staff were able to avoid using the \$65,000 allocated to MHLS Operations by the MHLS Directors Association from the Members Capital Fund during the pandemic.
 - ii. Mr. Auchincloss moved, and Mr. Ramage seconded, a resolution to authorize the executive director to report to the System Services Advisory Committee that we greatly appreciate their generosity in earmarking these funds for use for system operations if the case arose but that at this time our budget projections indicate we will not need to use these funds. The resolution passed unanimously.
- c. Upcoming CSEA Negotiations
 - i. Ms. Aldrich noted that these negotiations will commence later this year and
 1. Legal fees for this process should be added to the mid-year budget adjustment.
 2. That the Executive Committee will need to assign a working group to assist with this effort.
6. **EDI Process:** Ms. Aldrich clarified the roles of the board vs. the executive director in the efforts through the MHLS Equity, Diversity, and Inclusion Working Group and the Executive Committee concurred with her description.
7. **Union Vale Update:** Ms. Aldrich noted that the NYS Division of Library Development reported that the town supervisor of Union Vale has reached out to them to inquire as to the steps involved to charter a library in their town.
8. **LIU/Palmer School of Library & Information Science's Advanced Certificate in Public Library Administration courses @MHLS:**
 - a. Ms. Aldrich reported that as per the board-approved Action Plan she has arranged for the Palmer program to offer a cohort in the MHLS region with any in-person sessions over the course of the two-year program hosted in the MHLS Auditorium for the convenience of students from member libraries. As this is part of the MHLS Action Plan she has proposed that we waive the fee to reserve the Auditorium. And, as she is an adjunct professor for some courses in the series, she is proposing that she donate all funds personally received, after taxes, to MHLS to ensure it is clear there is no conflict of interest on her part.
 - b. Mr. Auchincloss moved, and Ms. Goldfarb seconded, a motion to authorize Ms. Aldrich to proceed as planned to advertise the availability of the course and to request that she come back to the committee once the course is confirmed to work out the final details. The motion passed unanimously.

Motion to adjourn approved at 3:18pm.