

Bylaws, Policy & Procedures Committee

February 18, 2021 | 3:00pm | Online

Agenda

1. Roll Call

- ✓ Debra Klein, Chair (G)
- ✓ Stuart Auchincloss (U)
- ✓ Rajene Hardeman (D)
- ✓ Michele Ment (P)
- ✓ Janet Schnitzer (C)
- ✓ Ric Swierat (D) ex officio
- ✓ Rebekkah Smith Aldrich
(Staff Liaison)

2. Review of the Committee Charge

a. The Committee reviewed its charge and found it to adequately reflect their work: *Reviews the MHLS Bylaws and presents a report and recommendations at the Board of Trustees May meeting, following which the board may present its recommendations for amendments at the annual meeting. Reviews and recommends MHLS policies and procedures other than those that are explicitly covered by other committees.*

b. Rajene, in her role both as a Bylaws, Policy & Procedures Committee member and a member of the MHLS Equity, Diversity, & Inclusion (EDI) Working Group introduced how the principles of equity, diversity and inclusion can impact the work of the committee and encouraged members of the committee to consider issues of implicit bias, privilege and “impact over intention,” as we review and recommend policies and procedures through the work of the committee.

3. Rebekkah provided a review of the timeline and steps for bylaw amendments:

a. “Amendments to these bylaws may be proposed by the MHLS Board of Trustees, or submitted to the MHLS Board of Trustees by a resolution of the Board of Trustees of any member library, in writing, at least 120 days prior to a membership meeting (JUNE 24, 2021). Amendment shall be by a majority vote of the designated representatives of member libraries voting at any membership meeting provided that the text of the proposed changes shall have been mailed to the board president of all member libraries at least 90 days prior to the membership meeting (JULY 24, 2021)”

4. The Committee reviewed several aspects of the [bylaws](#)

a. **ACTION ITEM:** The Committee renews their stated goal to add in the names of the standing committees to

the bylaws and formally recommends this to the board.

- b.** The Committee discussed the current Trustee Education requirement found in Article IV, Section 6 and the potential impact of the passage of the proposed bill at the state level to mandate two hours a year of trustee education for public library trustees. The Committee agreed to revisit this upon the passage of said bill.
- c. ACTION ITEM:** Article IV, Section 9, item b was reviewed with an eye towards updating the language to provide for flexibility in the assignment of Liaison Members. It is suggested that the language be updated to allow for the Director of the Central Library or the Chair of the Central Library/Collection Development Advisory Committee to represent central library matters to the MHLS Board and to update the language related to representatives from the Directors Association to allow for the current practice of a rotation of System Service Advisory Committee members to be assigned as the liaisons to the MHLS Board.
- d.** The Committee discussed Article VII as it relates to the annual membership meeting in light of the experience of the 2020 meeting being held online. The Committee affirmed their commitment to the need for the annual membership meeting and the importance of enabling transparent board operations and communication.

5. Codifying our commitment to Equity, Diversity, and Inclusion (EDI): The Committee discussed, at length, how best to represent the boards commitment to equity, diversity, and inclusion through the operational documentation of the organization. The group considered amending the bylaws to reflect this commitment, the development of a vision statement for the board, a preamble to the new 5-year plan, as well as the adoption of an entire, standing policy related to this commitment as it has done in the past on the topic of sustainability. At this time, the committee recommends that the EDI Working Group of the board develop and propose an EDI policy to the BPP Committee. This will be an ongoing discussion for the committee this year.

6. The MHLS Videoconferencing Policy was reviewed, noting that it is currently suspended due to the pandemic-era executive order from the Governor. Once the executive order is rescinded, the committee feels the policy is in good working order and recommends no adjustments at this time. The “last reviewed” date will be added to the policy from this point forward.