

# Bylaws, Policy & Procedures Committee

February 11, 2022

## 1. Roll Call

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

## 2. MHLS Trustee Continuing Education Policy

- a. At the January 2022 Board meeting the board approved this committee's recommendation that our board follow the same rules that member library boards will be asked to follow starting on January 1, 2023 which mandate two hours of continuing education annually for all trustees.
  - i. **ACTION:** A proposed policy (attached) is presented for the boards' consideration.

## 3. Rules & Procedures 2022

- a. **Public Comment Rules:** The policy audit conducted by MHLS staff reveals that currently, our Rules and Procedures are silent on the issue of public comment. NYS Open Meetings Law requires us to honor the right of the public to attend our meetings but whether a visitor may address the board is at our board's discretion. The committee is recommending that we adopt rules related to public comment in case we do have members of the public attend to ensure we treat all fairly and do compromise the ability of the board to complete its business in a timely manner.
  - i. **ACTION:** A proposed addition to the Rules & Procedures document (attached) in presented for the boards' consideration.

## 4. Gender Neutrality in the Minutes

- a. The committee reviewed the minutes of the past two MHLS Board meetings which have incorporated the guidance provided by this committee.
  - i. [December 15, 2021](#)
  - ii. [January 11, 2022 draft](#)
- b. The committee agreed it would be appropriate to use the pronouns of a person who has self-identified their pronouns in the meeting setting.

## 5. Removal of a Trustee

- a. **ACTION:** The policy audit conducted by MHLS staff reveals that currently, our documentation is silent on the issue of the removal of a trustee. The committee recommends that a removal policy be established. If the board agrees the committee will work to draft this policy for the boards' consideration at the next meeting.

The meeting was adjourned at 2:20pm