

Personnel & Planning Committee

April 9, 2024 | 3:00pm

1. Roll Call

- ✓ Mark Wilson, Chair (C)
- ✓ Stuart Auchincloss (U)
- ✓ Peter Carey (P)
- ✓ Rajene Hardeman (D)
- ✓ Thomas Silvious (G)
- ✓ Barry Ramage (D) (ex officio)
- ✓ Rebekkah Smith Aldrich (Staff Liaison)

2. **ACTION:** The Committee recommends the following edits to their charge statement for the board's consideration:

- a. "The Committee, consistent with MHLS' vision, mission and core values, ~~including but not limited to equity, diversity, and inclusion,~~ works to prepare and review the System's formal long-range Plan of Service. It also sets goals for the System and monitors ~~its~~ the progress ~~being made by the System~~ in connection with ~~such~~ these plans and goals and, where necessary, ~~seeing~~ advises appropriate ~~what~~ adjustments in either plan or performance ~~may be appropriate.~~ The Committee 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. The Committee ~~Reviews~~ and negotiates the contract with the MHLS unit of the CSEA."

3. Personnel updates were provided by Executive Director Aldrich:

- a. Update on searches:
 - i. Amy Battaglia has been hired as the new part-time Tech Support Specialist
 - ii. John Cantamessa has been hired as the new part-time Materials Sorter
- b. Aldrich provided an overview of recent staff engagement activities including a quarterly staff newsletter, which will also be shared with MHLS Board Members; new "Take 5" Break Station; monthly lunches in the auditorium; and regular communication with staff regarding the benefits they are eligible to receive through the new Employee Assistance Program (EAP).
- c. Optional training is being scheduled for staff on the topics of "Stop the Bleed" and Narcan.

4. **CSEA Contract Negotiations** are coming up later this year. The Committee approved hiring of legal counsel to assist the board with the negotiations and reviewed the draft ground rules provided by the lawyer. Executive Director Aldrich was instructed to proceed with outreach to the CSEA unit to create a timeline for the negotiations to ensure a new contract is voted on by the end of the year. Board President Barry Ramage, Board Treasurer Stuart Auchincloss, and Personnel & Planning Committee Chair Mark Wilson will join the team to represent the MHLS Board in the negotiations.

5. **Personnel Policies:** As part of our contract with Visions Human Resource Services, LLC, they have done a comprehensive review of our personnel policies to ensure they are in compliance with current state and federal laws and regulations. Staff met with the consultants to provide feedback on their first draft, and they have provided a second draft that staff are currently reviewing. The Committee will review the draft at their next meeting.

6. 2024 Plan of Service Focus Groups Update

- a.** Plan of Service focus groups are currently being conducted by Executive Director Aldrich to reassess member library needs for the second half of our plan of service. This feedback will inform the mid-year adjustments and future years' action plans.
- b.** A report of the focus group findings will be provided to the board at their July meeting.

7. 2024 Executive Director Evaluation Process

- a.** The Committee discussed the procedure for conducting the evaluation of the Executive Director and agreed to use the same methodology as last year.
- b.** Trustees will be asked to participate in the evaluation in July.
- c.** Aldrich was asked to review the Executive Director job description to ensure it is current.
- d.** It was noted this is Ric Swierat's last year on the board and as Ric has hosted the evaluation form we will need an accessible solution to transition to in 2025.

The meeting was adjourned at 4:20pm.