

## Personnel & Planning Committee

Friday, November 15, 2025 | 9:00am

### Agenda

#### 1. Roll Call

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

**2. Personnel Updates:** Executive Director Aldrich reported that all positions are currently filled and annual performance evaluations and job description reviews are on schedule. Supervisors engaged in a scenario planning exercise to ensure minimal service interruption to members during extended power outages. Recently, MHLS partnered with the Dutchess County Medical Reserve Corps to bring in training for MHLS staff on Stop the Bleed, Narcan administration, and Citizen Preparedness (where all staff got a “Go Bag”).

**3. CSEA Negotiations Update:** Chair Mark Wilson reported on the efforts of the MHLS-CSEA Negotiating Team that included himself, Stuart Auchincloss, Barry Ramage, Richard Swierat and staff members Rebekkah and James in his capacity as Finance Manager & Personnel Officer. The group has reached a tentative agreement that has been approved by the CSEA members. The next step is a vote of the MHLS Board. The tentative agreement will be sent to all board members for their review.

- a. **ACTION:** Chair Wilson moved, and Stuart Auchincloss seconded a recommendation from the Personnel & Planning Committee to the MHLS Board to approve the agreement with CSEA for a 5-year contract. The motion passed unanimously.
- b. **ACTION:** Chair Wilson moved, and Stuart Auchincloss seconded a recommendation from the Personnel & Planning Committee to recommend that the board consider extending the provisions of the contract to non-CSEA staff members. The motion passed unanimously.

**4. Personnel Policies:** Visions HR, the consulting group hired earlier this year, has conducted a full compliance review of our personnel policies and personnel files. Staff are now incorporating the consultant’s findings and ensuring a new draft of the policies remain in compliance with the CSEA contract. A draft for committee review is expected in early 2025.

**5. Personnel Files:** Visions HR conducted an audit of MHLS personnel files and provided training for Business Office staff to ensure these files are respecting various laws and regulations that intersect with these files on topics such as new hire documentation, medical information, payroll, and annual evaluations/corrective documentation.

**6. Flex Health Spending Plan:** MHLS has reinstated the Flex Health Spending Plan for staff.

**7. Paid Family Leave Contributions:** Staff are working to clarify how contributions are made to comply with the Paid Family Leave act in NYS.

**8. Plan of Service:**

- a. Executive Director Aldrich reported on her analysis of the focus groups held with member library directors earlier this year which will be detailed in her December report to the board. Findings influenced the proposed Action Plan for 2025 presented to the Committee.
  - i. **ACTION:** Stuart Auchincloss moved, seconded by Rajene Hardeman, that the Personnel & Planning Committee recommend the approval of the proposed 2025 Action Plan (attached) to the board for their approval. The motion passed unanimously.
- b. No amendments are proposed for the 2022-2026 Plan of Service

**9. 2024 Executive Director Evaluation Process**

- a. 100% of trustees participated in the evaluation process for the first time in many years.
- b. Rajene Hardeman oversaw the survey and collation of results which were provided to Chair Wilson. Chair Wilson created a summary statement of the process used and noted other work the Executive Director has participated in that is unmeasured in the current process. The data and statement were then provided to Board President Barry Ramage.
- c. President Ramage shared the results with the Executive Director and is working on a cover letter that will be presented to the Executive Director. This will be reviewed by the Executive Committee before being finalized. Ramage will meet with the Executive Director on November 19<sup>th</sup> to review all findings.
- d. There will be an executive session at the December board meeting to review the results with the full board.
- e. Recommendations for the process moving forward:
  - i. Hardeman noted that she recommends a new software solution be explored to manage this process in future years to minimize the workload for trustees.
  - ii. The Committee agreed to review the Executive Director's job description before the next evaluation
  - iii. The Board President will review the Executive Director's contract in preparation for negotiating a new contract when the time comes.

The meeting was adjourned at 10:07am.