

Personnel & Planning Committee

October 16, 2023

1. Roll Call

- ✓ Mark Wilson, Chair (D)
- ✓ Stuart Auchincloss (U)
- ✓ Rajene Hardeman (D)
- George Joiner (P)
- ✓ Debra Klein (G)
- ✓ Barry Ramage (D) (ex officio)
- ✓ Rebekkah Smith Aldrich (Staff Liaison)

2. Personnel

- a. Executive Director Aldrich reported on current searches to fill the currently open positions of Finance Assistant; Library Sustainability Associate & Communications Specialist; and Tech Support Specialist.
- b. **ACTION:** Salary Adjustments
 - i. Mark Wilson moved, and Stuart Auchincloss seconded a motion to increase the Facilities Manager & Assistant Delivery Operations Manager position salary to \$70,000 due to changes in job scope effective in the next feasible pay period. The motion passed unanimously. This item will be added to the Personnel Actions at the next Board meeting.
 - ii. Mark Wilson moved, and Debra Klein seconded, a motion to increase the Library Sustainability Coordinator position salary to \$82,500 due to changes in job scope effective in the next feasible pay period. The motion passed unanimously. This item will be added to the Personnel Actions at the next Board meeting.

3. **Personnel Policies:** Aldrich reported that Visions HR, the consulting group hired earlier this year, is conducting a full compliance review of our personnel policies. Findings will be reported to the committee upon receipt, hopefully by the end of the year.
4. **Plan of Service & Action Plan for 2024:** Aldrich reported that no amendments are proposed for the 2022-2026 Plan of Service and presented the 2024 Action Plan for the committee's consideration. It was noted that in the first quarter of 2024 Aldrich will be conducting focus groups at each county's directors meeting to refresh understandings that underpin the current plan of service and action plan.
 - a. **ACTION:** Mark Wilson moved, and Rajene Hardeman seconded, a motion to recommend the adoption of the 2024 Action Plan to the Board. The motion passes unanimously.
5. **CSEA Negotiations in 2024:** The Committee discussed the need for legal support during the upcoming negotiations with the CSEA bargaining unit planned for 2024. A timeline was also discussed to ensure there is plenty of time to come to agreement with the bargaining unit by the end of 2024 when the current contract expires.
6. **2023 Executive Director Evaluation Process:** President Barry Ramage will take the lead in the process to conduct the evaluation of the Executive Director's job performance. This process will follow the same pattern of recent years in

the form of a survey to each MHLS trustee. The Committee is seeking 100% participation in this process.

- 7. Other:** Aldrich reported on an unemployment claim from an employee that had resigned from MHLS last year of their own volition and taken a new position. Evidently our organization is still liable for an unemployment claim now that this person is unemployed. Aldrich is seeking legal counsel on this topic.

The meeting was adjourned at 3:15pm.