

Personnel & Planning Committee | July 17, 2019 | 2:00 - 4:00pm

Agenda

1. Roll Call

- ✓ Richard Swierat (D), Chair
- ✓ Stuart Auchincloss (U)
- ✓ Robert Culp (P)
- ✓ Barry Ramage (D)
- ✓ Mary Linda Todd (G)
- ✓ Mark Wilson (C), Ex Officio
- ✓ Rebekkah Smith Aldrich (Staff Liaison)
- ✓ Linda Vittone (Staff Liaison)

2. MHLS Plan of Service & Action Plan

- a. Rebekkah provided a review of the implementation of MHLS Action Plan for 2019 including amendments made prior to this meeting. This same report was provided to the System Services Advisory Committee earlier this year.
- b. Highlights of the report included:
 - i. Introduction of core competencies training for Sierra users and a new program, Sierra Users Group.
 - ii. Consideration of a process to modernize the opening page of the online library catalog.
 - iii. The introduction of two pilot programs to help libraries engage with Project Outcome at the county level.
 - iv. Development of a new workshop, "Advocates & Ambassadors," as part of the new advocacy strategy for MHLS.
 - v. The addition of support for member libraries in meeting the upcoming upgraded minimum standards for public libraries.
 - vi. A leadership role on the topic of the 2020 Census.
- c. Discussion regarding the special populations targeted in the future included help for agencies that serve residents with special needs to understand the appropriate engagement with their library and a focus on creative aging in place.
- d. Rebekkah provided an overview of the plans for the development of the next 5-year plan of service which include prioritization of the service areas by our three stakeholder groups: staff, trustees and member library directors; an information gathering phase based on the ALA Turning Outward resources but modified for our system's audience and the input of MHLS staff to respond to what we learn through our information gathering phase to develop a draft plan for stakeholders to respond to. Committee members noted the importance of engaging member library trustees in our next planning cycle.
- e. The Action Plan Implementation report will be included in the board packet.

3. Review of Personnel Policies Handbook

a. New Draft: Harassment and Discrimination Prevention

- i. Background: In 2018 NYS mandated the adoption of a Sexual Harassment Prevention Policy which the MHLS Board adopted. This policy overlaps a great deal with the existing Harassment and Discrimination Prevention policy which was already included in the MHLS Personnel Policies Handbook.

- ii. Issue: MHLS Staff have merged the two policies, keeping in mind the mandated components of a model sexual harassment prevention policy in NYS (reference: <https://www.ny.gov/combating-sexual-harassment-workplace/employers>)
 - iii. Discussion regarding the inclusion of MHLS trustees in the language of the policy, a clause related to the mandated training component, and the addition of a definition of the word “discrimination” resulted in a second draft the committee is recommending to the board for their consideration.
- b. **Hours as per election law:** A recent change to the New York State Election Law now provides employees up to three hours paid time off to vote. This needs to be updated from the former law which was two hours.
 - c. **Employee Reference Checks:** MHLS staff recommend that a section on employee reference checks be added to the polices handbook. Language from a previous version was re-introduced and the committee agreed it should be included.
 - d. **ACTION ITEM:** The Committee recommends to the board that they adopt the revised Personnel Polices Handbook which includes updates and revisions to three sections:
 - i. Harassment and Discrimination Prevention
 - ii. Employee Reference Checks
 - iii. Other Leaves of Absence: Voting Time Off

4. Review of Executive Director’s Evaluation Process

- a. The Committee reviewed a form, introduction letter and the timeline for the Director’s evaluation.
- b. The form was edited to change ranking language from “expectations” to “job responsibilities” and new directions will be added to indicate that if a trustee feels the director is performing below the stated job responsibilities that they elaborate on this rating in the comments section.
- c. A question will be added to the bottom of the form to ask for trustees’ opinions about the form and this year’s process to inform the committee’s work in the future.
- d. The timing for the executive director’s evaluation will be adjusted in the second and third years of the executive director’s contract to ensure the committee gathers data to inform contract decisions in the third year.

5. Part-time Employee Benefits

- a. The Committee reviewed a recommendation from MHLS staff to create a benefit for part-time staff that supports their health and wellness.
- b. The Committee recommends the addition of a benefit for part-time staff in the 2019 mid-year budget adjustment for the Finance Committee’s consideration to provide a similar, pro-rated, Health & Wellness benefit currently received by full-time staff: \$225 towards a fitness club membership and \$175 towards vision care annually.

Personnel and Planning Committee: Works to prepare and review the System’s formal long-range Plan of Service. Also sets goals for the System and monitors the progress being made by the System in connection with such plans and goals and, where necessary, seeing what adjustment in either plan or performance may be appropriate. 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. Reviews and negotiates the contract with the MHLS unit of the CSEA