

Trustee Services Committee

November 5, 2019 | 10:00am - 12:00pm

Agenda

1. Roll Call

- ✓ Kenneth Goldberg (U), Chair
 - ✓ Lisa Baker Brill (G)
 - ✓ Sharon Davis (C)
 - ✓ Priscilla Goldfarb (P)
 - ✓ Rajene Hardeman (D)
 - Janet Schnitzer (C) [excused]
 - ✓ Mark Wilson (C) ex officio
 - ✓ Rebekkah Smith Aldrich (Staff Liaison)
- Guest: Peggy Winn, MHLS Administrative Associate

2. Chair's Comments

- a. Ken complemented the MHLS staff on the recent annual meeting, noting he felt it went very well.
- b. The Committee members reviewed the committee's objectives and agreed they reflect the current work of the committee:
 - i. TRUSTEE SERVICES COMMITTEE: The Trustee Services Committee reviews and oversees the orientation of MHLS Trustees, as well as staff initiatives that support trustees of member library boards and the MHLS Board. Those initiatives include the MHLS Annual Membership Meeting and trustee workshops. With staff support, the committee also encourages, models and evaluates the advocacy of the MHLS Board and its outreach to member library boards. The committee is preferably comprised of a representative from each county.

3. Review of the 2019 MHLS Annual Membership Meeting

- a. The Committee reviewed the results of the evaluation administered after the 2019 annual membership meeting. Results were very positive with high praise for the keynote speaker, the event location, and the efficiency of the business meeting portion of the event.
- b. The Committee recommends that we seek to create more time to highlight best practices/services and programs of note from our member libraries by shortening the time for the keynote; that we reserve the FDR Presidential Library & Museum for the 2020 MHLS Annual Membership Meeting; and provide the slides from the keynote speaker to all attendees.

4. MHLS Board of Trustee Orientations

- a. The Committee recommends the Board Member Orientation be held again in 2020, regardless of the lack of brand-new trustees it is felt this is a valuable session for trustees who have been on the board for a while who may like a refresher. This event will be held on March 21 for two hours following the Board Meeting. Lunch will be provided.
- b. The Committee reviewed the orientation event outline and requested that a tour of the MHLS web site be provided as part of the event; that the infographic provided at the annual meeting be distributed; and that staff create an "Answers to Frequently Asked Questions" handout for our trustees.

5. MHLS Board Outreach in 2019

- a. The Committee reviewed our board outreach efforts for the year and recommended following a similar pattern of encouraging our trustees to seek out Board-to-Board meetings with member libraries and holding two MHLS board meetings in member libraries.
- b. 2020 Outreach meetings are proposed for Columbia County (Claverack) and Dutchess County (Stanford)
- c. Board-to-Board Visits
 - i. The Committee reviewed the 2019 Outreach Memo from County Delegations and authorized staff to once again issue those letters to member library board presidents and library directors to encourage invitations for MHLS trustees to attend member library board meetings.
 - ii. The Committee reviewed the Board-to-Board Visits Info Sheet and saw no need for changes:
 - 1. <http://board.midhudson.org/wp-content/uploads/2013/11/Board-to-Board-Visits.pdf>

6. MHLS Board Meeting Orientation Sessions

- a. The Committee recommended updates on the 2020 Census at every board meeting until the Census is complete.
- b. Proposed 2020 Orientation Topics:
 - i. January 18:
 - 1. State Aid for Libraries Advocacy Briefing
 - 2. 2020 Census Update
 - ii. March 21:
 - 1. MHLS Finances
 - 2. Member Library Assessment & E-Resources Fees
 - iii. May 13: Dutchess County Libraries (Board meeting @Stanford)
 - iv. July 15: State Aid for Library Construction
 - v. September 18:
 - 1. Broadband & Libraries
 - 2. Columbia County Libraries (Board meeting @Claverack)
 - vi. December 7: Review of Open Meetings Law

7. Review of MHLS Trustee Education Program

- a. 2020 Proposed Action Plan

A. Trustee Education Program					
	2017	2018	2019	2020	2021
Redesign and offer Orientation for New Trustees workshop using the Helping All Trustees Succeed (HATS) curriculum	X	X	X	X	X
Design and offer Intermediate Trustee workshops, using the Helping All Trustees Succeed (HATS) curriculum. Financial & Fiduciary (2017, 2018, 2019, 2020 , 2021) and Legal Issues (2019, 2020)	X	X	X	X	X
Design and offer Advanced Trustee workshops using the Helping All Trustees Succeed (HATS) curriculum. Strategic Thinking: Planning & Advocacy (Community Engagement 2018, 2019)		X	X	X	X

and Seven Habits of Highly Effective Boards (Leadership 2020 , 2021)					
Identify, plan, and offer online "mini-events" (e.g., partnership with HATS/State Library)	✗	✗		X	X

8. Board Evaluation Process

- a. It is recommended that we enact a board evaluation process. This is a discussion item for our first meeting in 2020.

9. Bylaws Working Group Recommendation

- a. MHLS Board President Mark Wilson convened a working group made up of members of the Executive Committee and the Bylaws, Policy and Procedures committee to address the absence of the definition and authorization of our standing committees in the MHLS Bylaws.
- b. One recommendation out of this working group is to merge the current Trustee Services and Nominations & Election Committee into a new Board Development Committee.
- c. The committee members were not in agreement with this recommendation for a number of reasons. They feel the work of the Nominations & Election Committee is quite specific and specialized and if merged, would result in the need for a subcommittee to do this work which brings into question the need for the merger in the first place. This item is referred back to the Bylaws Working Group.

10. Next Meeting – April

- a. Proposed Topics
 - i. Review of 2020 MHLS Board Orientation
 - ii. Review Plans for 2020 MHLS Annual Membership Meeting
 - iii. Creation of a Board Evaluation Process for the MHLS Board
 - iv. Other...