

## Personnel & Planning Committee

December 16, 2019 | 1:30-3:30pm

### 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. Review [Proposed 2020 Action Plan](#)

- a. Rebekkah provided an introduction to the proposed 2020 Action Plan. This update was created using input from member library directors, MHLS staff and MHLS trustees. This is the plan for the fourth year of our five-year plan.
  - i. Update highlights include:
    - 1. Integrated Library System & Cataloging Services (Service Priority 2 & 3)
      - i. Development of a new ILS Road Map (version 2.0)
      - ii. Fine-tuning of the newly introduced Sierra Users Group and Core Competency curriculum
    - 2. Professional Development and Training (Service Priority 5)
      - a. Trustee Education Program
        - i. Development of a new Advanced Trustee Workshop: "Seven Habits of Highly Effective Boards"
      - b. Community Engagement/Project Outcome Program for Library Directors & Staff
        - i. Extension of Project Outcome support through 2020
    - 3. Consulting and Development Services (Service Priority 6)
      - a. Community Based Planning Project
        - i. Extension of the Turning Outwards program through 2021 in support of the new minimum standards which require libraries to engage in community-based planning practices
      - b. New Director Orientation & Support
        - i. Continue fine-tuning of new director onboarding through 2020
      - c. 2020 Lab Project: Increasing Yes Votes
      - d. Sustainable Thinking in Practice
        - i. Pursuit of NYLA Sustainable Library Certification Program for MHLS
        - ii. Planning a Sustainable Thinking mini-conference

**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

- e. Technical Assistance Related to the New Minimum Standards for Public Libraries
      - i. Development of support webinars for the new standards
  - 4. Digital Collection Access (Service Priority 8)
    - a. Development of a Catalog Road Map in collaboration with member libraries
  - 5. Awareness and Advocacy (Service Priority 9)
    - a. Support for the 2020 Census
  - 6. Communications Among Member Libraries (Service Priority 12)
    - a. Roundtables: due to popular demand, extension of the social media roundtable for 2019
- b. The Chair recommends that the Executive Director create a brief PowerPoint presentation of the updated plan for the January board meeting.
- c. **ACTION ITEM: The Committee unanimously recommends that the Board adopt the proposed 2020 Action Plan.**

### 3. Personnel Policies

- a. Linda and Rebekkah presented two amendments for the MHLS Personnel Policies that are driven by recent changes to New York State Labor Law:
  - i. **Amendment:** As per the recent amendment to the New York State Human Rights Law, amend our existing "Leave Related to Victims of Domestic Violence" section to note that we also provide leave for victims of domestic violence "To obtain legal services in relation to domestic violence, to assist in the prosecution of a domestic violence offense, or to appear in court in relation to incidents of domestic violence."
  - ii. **Addition:** As per the recent addition to New York State Labor Law 203-e, add section related to the prohibition of discrimination based on reproductive health decision making.
- b. **ACTION ITEMS: The Committee unanimously recommends that the Board adopt this amendment and the addition to the MHLS Personnel Policies.**

### 4. Executive Director's Position Description & Evaluation Process

- a. The Committee reviewed the position description for the Executive Director and suggested several minor amendments which are attached to this report.
- b. The Committee reviewed the 2019 Evaluation Process for the Executive Director and found that it worked well for the board's purposes.
  - i. The committee recommends using the same process and online form to conduct the 2020 evaluation of the Executive Director.
  - ii. The committee recommends that the evaluation be conducted July 15-30, 2020 with a review of the results by the Executive Committee in August 2020, mirroring the timeline used in 2019.
  - iii. The committee recommends adding an introduction to the executive director's job description and the evaluation process to the general orientation held for trustees in March annually.
  - iv. The committee recommends a review of the evaluation form and how it is tied to the job description at the board meeting preceding the start of the evaluation period.
- c. **ACTION ITEM: The Committee unanimously recommends that the Board adopt the revised job description for the Executive Director as presented.**
- d. **ACTION ITEM: The Committee recommends that the same evaluation process and form be used for the Executive Director in 2020 and that the process use the timeline noted above.**

- 5. The Committee reviewed their draft 2020 Meeting Calendar and agreed it matches their goals for the year.