

## Trustee Services Committee

May 4, 2020 | 10:00am - 12:00am | Online

### Agenda

#### 1. Roll Call

- ✓ Kenneth Goldberg, Chair (U)
- ✓ Lisa Baker Brill (G)
- ✓ Sharon Davis (C)
- ✓ Priscilla Goldfarb (P)
- ✓ Rajene Hardeman (D)
- ✓ Janet Schnitzer (C)
- ✓ Ric Swierat (D), Ex Officio
- ✓ Rebekkah Smith Aldrich (Staff Liaison)

**2. Chair's Comments:** Mr. Goldberg noted the fluid nature of the situation we find ourselves in due to the societal and economic impacts of COVID-19 and urged the committee to keep in mind that our existing situation could very well change as we consider the issues of the day.

**3. Review of the Committee's Charge:** The committee reviewed its charge and finds it accurate.

- a. *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 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.*

#### 4. Committee Name

- a. It had been proposed that the committee change its name to the "Board Development Committee" by the Bylaws Working Group. This was proposed with the thought to use a more commonly used name for board committees involved with the orientation and training of board members. The Bylaws Working Group defers to the Trustee Services Committee on this issue.
- b. The Committee has voted to adopt a new name: Board Development Committee, through the bylaws amendment that will be pursued through the amendment process this year.

#### 5. Annual Membership Meeting Planning

- a. The Committee reviewed the MHLS Bylaws and MHLS Election Procedures in the context of COVID-19 issues of social distancing and finances.
- b. The Committee recommends that planning for this event transition from the traditional approach to both minimize the financial cost to MHLS and its membership while maximizing our potential to respect social distancing guidance while respecting future Executive Orders related to Open Meetings Law.
- c. ACTION ITEM: To this end the Committee is recommending to the MHLS Board of Trustees:
  - i. That we do not proceed with current plans to hold an off-site, catered event on October 23<sup>rd</sup>, 2020
  - ii. That the MHLS Nominations & Elections Committee propose a procedures for the election of trustees that can be conducted online.
  - iii. That MHLS staff proceed with designing two possible models for the 2020 Annual Membership Meeting:

1. Assuming the extension of the current Executive Order that provides for the adjustment to Open Meetings Law to allow for online business meetings
2. Assuming the suspension of the current Executive Order that provides for the adjustment to Open Meetings Law to allow for online business meetings

**6. Board Evaluation Approach:** The Committee voted unanimously to table this topic and continue their research for a discussion at their next meeting.

**7. Sexual Harassment Prevention Training for MHLS Trustees:** The Committee reviewed the 2019 process and recommends this process be used once again for 2020 training purposes.

**8. Board-to-Board Visits**

- a. The Committee encourages its peers to continue to pursue invitations to member library board meetings, even in this era of online board meetings.
- b. Trustee Services chair, Ken Goldberg and MHLS Board President, Ric Swierat will send an emessage to member library directors and board presidents reiterating MHLS trustee availability to attend member board meetings.

**9. Other**

- a. Rebekkah reported on the work being done to transition the planned Trustee Education Series for member library trustees to an online program for the remainder of 2020.