

# Bylaws, Policy & Procedures Committee

February 24, 2025 | 2:30pm

## 1. Roll Call

- ✓ Peter Carey, Chair (P)
- ✓ Leslie Gerber (U)
- ✓ Charles Kutcher (G)
- ✓ Janet Schnitzer (C)
- ✓ Mark Williams (D)
- ✓ Barry Ramage (D) (ex officio)
- ✓ Rebekkah Smith Aldrich (Staff Liaison)

## 2. Approval of the Agenda

3. Janet Schnitzer made a motion, seconded by Leslie Gerber to approve the [minutes from our last meeting](#). The motion passed unanimously.

4. The Committee reviewed the [MHLS Bylaws](#) and have one recommended amendment:

- a. **ACTION:** Janet Schnitzer moved, and Charles Kutcher seconded a motion to recommend the removal of Article IV: Board of Trustees, Sec. 9. A.1. in order to better reflect the current practice regarding reports to the board on the Central Library Services Program. This has been handled by a representative of the Directors Association rather than the Central Library representative for several years. The Central Library director brought this to the Executive Director's attention for correction. The motion passed unanimously.

5. The Committee reviewed the [Rules & Procedures](#) and have two recommended amendments:

- a. **ACTION:** Mark Williams moved, and Charles Kutcher seconded a motion to amend the *Oath of Office* section to reflect NYS Open Meetings Law which requires the oath to be taken within 30 days of starting a new term, and to amend the *Agenda* section to align with the recommended amendment to the Bylaws regarding reporting on the Central Library Services Program. Recommended amendments are found in the attached document. The motion passed unanimously.

## 6. Other:

- a. Executive Director Aldrich reported on the status of the Policy Project noting a more complete set of operational, board, DA, financial, and personnel policies will be available later this year.
- b. Aldrich reported on the need for a Law Enforcement Inquiry policy/procedure which she is working on presently and will bring to this committee for their consideration later this year.

The meeting was adjourned at 2:46pm.