

Board Development Committee

Tuesday, March 4, 2025 | 1:30pm

1. Roll Call

- ✓ Barbara Swanson, Chair (G)
- ✓ Kenneth Goldberg (U)
- ✓ Kevin Finnegan (P)
- ✓ Janet Schnitzer (C)
- ✓ Mark Williams (D)
- ✓ Barry Ramage (D) (ex officio)
- ✓ Rebekkah Smith Aldrich (Staff Liaison)

2. Janet Schnitzer moved, and Ken Goldbert seconded a motion to approve the [minutes from the last meeting](#). The motion passed unanimously.

3. The Committee reviewed their charge and agreed to revisit it at their next meeting given that three members of the committee are new:

- a. *“Committee Charge:* The Board Development 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 preferably includes at least one representative from each county.”

4. The Committee discussed plans for the **2025 Annual Meeting** and:

- a. Confirmed the date and location: Friday, October 24 at The Wallace Center of the FDR Presidential Library & Museum in Hyde Park, NY
- b. Set the registration fee at \$40
- c. Provided the executive director with a first and second choice of desired annual meeting speakers.
- d. Reviewed the event evaluation questions and agreed to revisit this at the next meeting of the committee.

5. The [Board-to-Board Visit Program](#) was reviewed and it was recommended that trustees plan to meet in their county groups directly after the March board meeting to discuss who will be the point person to ensure timely communication when visit requests are received.

6. 2025 Board Self-Evaluation

- a. As requested, 2024 questions were sent to our newest board members so they know what to expect later this year.
- b. The self-evaluation process will follow the same pattern, using the same questions, as in past years:
 - i. Administered May 30-June 30
 - ii. Preliminary results provided at the November Board Development Committee meeting
 - iii. Results provided to the board after the December meeting



7. **MHLS Board Sexual Harassment Prevention Training Plan:** The process will follow the same pattern as last year. Detailed information is attached to this report for your review and action.
8. Executive Director Aldrich provided a report on **Trustee Education** plans for 2025:
 - a. Currently booked:
 - i. County Funding Advocacy Group: Thursday, March 27th at 10am
 - ii. MHLS Sustainable Funding Series:
 1. Sustainable Funding Options for Association & Municipal Public Libraries: Thursday, April 3 at 5pm
 2. 414 Support Group Kick-Off Meeting, Tuesday April 29 at 10am
 3. The Basics of Insurance Coverage for Your Library, Friday, May 30 at 10am
 4. Finance for Trustees – Part 1, Tuesday, June 3 at 5pm (in person)
 5. Finance for Trustees – Part 1, Tuesday, June 17 at 5pm
 6. Finance for Trustees – Part 2 – Multi-Year Financial Planning, Tuesday, June 25 at 5pm
 7. Coming soon: Building Equitable Library Worker Compensation through Policy
 - iii. Trustee Essentials:
 1. Thursday, May 15 at 5pm
 2. Wednesday, September 24 at 5pm
 - iv. Policies 101:
 1. Thursday, July 24 at 5pm
 2. Tuesday, September 30 at 5pm
 - b. In the works: In person sessions in each county offered in partnership with each county library association
 - c. Trustee Essentials eCourse under development for Training on Demand platform
 - d. Trustee Handbook Book Club
 - i. Upcoming live sessions:
 1. Board Development: Recruitment, Orientation, Education, and Evaluation, Wednesday, April 30 at 5pm
 2. Recruiting & Retaining Quality Staff, Tuesday, July 15 at 5pm
 3. Next Level Trusteeship: Building an Effective and Impactful Board Culture, Tuesday, November 18 at 5pm
 - ii. Available through Training on Demand:
 1. 2025 Recordings:
 - a. Advocacy
 - b. After Party IV (*“After Party” recordings address questions received in the live sessions that there was not time to cover during the live events for that year.*)
 2. 2024 Recordings:
 - a. Governance Structure: The Role of Board Officers and Board Committees
 - b. Libraries for the Future: An Introduction to Sustainability as the Newest Core Value
 - c. What’s New in the 2023 Edition of the Trustee Handbook
 - d. After Party III
 3. 2023-2021
 - a. Financing & Managing Construction Projects



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- b. Equity, Diversity, Inclusion, Access & Justice
- c. Strategic Planning
- d. Financial Planning & Budgeting
- e. The Board-Director Relationship
- f. Open Meetings Law with Kristin O'Neill, Committee on Open Government
- g. Effective Meetings Using Parliamentary Procedures
- h. After Party II
- i. PR & Advocacy
- j. Planning & Evaluation
- k. Ethics & Conflicts of Interest + Intellectual Freedom, Censorship and Privacy
- l. Policies & Risk Management
- m. Facilities
- n. Budgets & Finance
- o. Duties & Responsibilities
- p. Library Board Meetings
- q. Personnel
- r. After Party I

The meeting was adjourned at 2:40pm.