

Personnel & Planning Committee

Thursday, June 25, 2026 | 9:00am

1. Roll Call

- ✓ Jenny Post, Chair (C)
- ✓ Kevin Finnegan (P)
- ✓ David Lavallee (D)
- ✓ Barbara Swanson (G)
- ✓ Stuart Auchincloss (U) (ex officio)
- ✓ Rebekkah Smith Aldrich (Staff Liaison)

2. **Chair's Comments:** Chair Jenny Post noted the volume of work by MHLS staff and member library stakeholders to develop the draft documents related to the Plan of Service.

3. The Committee members reviewed the **Committee's charge** and recommended no changes.

- a. *"The Committee, consistent with MHLS' vision, mission and core values, works to prepare and review the System's formal long-range Plan of Service. It also sets goals for the System and monitors its progress in connection with these plans and goals and, where necessary, advises appropriate adjustments. The Committee 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. The Committee reviews and negotiates the contract with the MHLS unit of the CSEA."*

4. **2027-2031 Plan of Service Development:** MHLS Executive Director, Rebekkah Smith Aldrich, reviewed each element below, which has been developed over the past six months with input from member library stakeholders and MHLS staff. Each was unanimously approved for recommendation by the MHLS Directors Association at their June 24, 2026 meeting.

- a. **ACTION ITEM: Review of the Plan of Service** (attached): Kevin Finnegan moved, and Barbara Swanson seconded a motion to recommend the Plan of Service to the board for their approval. The motion passed unanimously.
- b. **Review of the Free Direct Access Plan** (attached): Barbara Swanson moved, and Kevin Finnegan seconded a motion to approve the recommendation of this plan to the boards of the member libraries for their approval. This plan requires approval by a supermajority of member library boards before the MHLS Board can vote on it. The motion passed unanimously.
- c. **ACTION ITEM: Review of the Central Library Program Plan** (attached): Chair Jenny Post moved, and Barbara Swanson seconded a motion to recommend the Central Library Program Plan to the board for their approval. The motion passed unanimously.

5. Continued Business

- a. **ACTION ITEM:** The Committee members reviewed the proposed amendments to the **Executive Director's job description** (attached). David Lavallee moved, and Kevin Finnegan seconded a motion to recommend the approval of the amended job description to the board.

- b. **ACTION ITEM:** The Committee members reviewed a newly proposed **policy regarding staff members and service on member library boards/Friends Groups** (attached): Kevin Finnegan moved, and David Lavallee seconded a motion to recommend the adoption of this policy by the board.

- 6. **2026 Executive Director Evaluation Process:** The Committee members reviewed the 2025 process and recommend no changes to either the form or the process.
 - a. Chair Jenny Post and Board President Stuart Auchincloss will work together to administer this evaluation and summarize the results.
 - b. The evaluation form will be released directly after the July Board meeting and board members will have two weeks to complete it.
 - c. All board members are expected to participate.
 - d. Results will be shared with the Executive Director prior to an executive session at the December board meeting of the MHLS Board to discuss.
- 7. **Personnel Updates:** Executive Director Aldrich provided staffing updates including:
 - a. The job share arrangement between the Finance Assistant and Administrative Assistant for the summer.
 - b. The extended leaves for staff on both the Operations and Technology teams and the impact of team members.
 - c. The plan to support Kerstin Cruger, MHLS Outreach & EDI Specialist, who is now in her President-Elect year for the New York Library Association, as she fulfills her duty as the incoming president of NYLA.

The meeting was adjourned at 10:14am.