

WLS NOMINATING AND BOARD EDUCATION COMMITTEE MEETING MINUTES - MAY 23, 2022

Meeting was held online via Zoom

In Attendance:

Karen Kelley (District 12), Chair
Jonathan Marshall (District 2)
Nishat Hydari (District 3)
Francis Okelo (District 14)
Terry Kirchner, WLS Executive Director

The meeting began at 11:01 AM. Karen Kelley, Chair, opened the WLS Nominating and Board Education Committee meeting:

Update on the Nominating Timelines and Procedure for the 4 WLS Trustee Districts Up for Renewal and/or New Trustee:

District 11 (White Plains) Trustee Denise Matthews-Serra has resigned effective June 30, 2022, reported by Terry Kirchner. The District 11 Trustee position term would run from July 1, 2022 to December 31, 2024.

September will be the timeline to focus on the renewals: District 2 (Marshall) and District 12 (Kelley) and the continued recruitment efforts to fill the current open positions in District 9 (Draper, who is term limited) and District 11. The Committee recognizes that the open positions recruitment process offers the Board opportunities to gain different voices being added through Diversity, Equity and Inclusion.

Update on the WLS Trustee Institute (Gatherings) 2022 Programs:

Regarding the June 1, 2022, WLS Trustee Institute at New Rochelle Public Library on Rethinking the Public Library's Role as an Anchor Institution, multiple e-mails have gone out to WLS list of Member Library Trustees, Library Directors, Staff; WLS Board Trustees and Staff and select list of other library systems. Current registration is 58 total (15 In-Person and balance Virtual).

Additional email mailing will go out before June 1, event from WLS and Karen Kelley. While two Member Library presidents were not able to make the June 1, event; their emails acknowledged that the Trustee Institute message is building awareness.

A draft of the 2022 Potential Trustee Institute Timeline was shared with the committee for review. Discussion is also beginning on 2023 WLS Trustee Institute topics, in-person/platforms virtual/hybrid and schedule. Suggestions welcome. Will be learning more about future details regarding the Trustee Handbook Book Club's schedule and topics for 2nd-half 2022 and 2023. Details discussed and need to be addressed related to the new NYS mandated 2-hour trustee

education requirement, such as content sources and platforms-in-person/hybrid and online content recordings, completion certificate acknowledgement and other areas.

Status of Online WLS Trustee Manual Updates and Timeline:

With the other key events facing WLS staff, such as Ransomware, the online WLS Trustee Manual updates have been slowed but continue to be on the To Do list in the upcoming Quarter.

The meeting adjourned at 11:38pm.

Meeting notes submitted by Jonathan Marshall.

POTENTIAL TRUSTEE INSTITUTE TIMELINE – 2nd Draft Discussed (5/23/2022):

Date: Wednesday, June 1, 2022 – New Rochelle Public Library (NRPL)

Topic: Rethinking the Public Library's Role as an Anchor Institution

Presenter: Celeste Frye, Architect (she worked with NRPL on a recent project)

Summary: How can public libraries re-envision their role in creating communities during the pandemic and beyond? Join Celeste Frye, co-founder & CEO of Public Works Partners, LLC, as she explores how libraries can best meet the current needs of residents, support skills and wealth-building opportunities, and actively advocate for their community's future. Discover how the New Rochelle Public Library and Queens Public Library are reimagining what it means to serve their communities, including actionable tips to help expand your reach and maximize impact.

Date: Thursday, July 7, 2022 (in-person/WLS Conference Room) 6 PM-7 PM light supper, 7 PM-8:30 PM program

Thursday, July 21, 2022 – Online/Zoom 6 PM-7:30 PM

Topic: Using Harwood Institute Techniques in Your Long-Range/Strategic Planning Process

Presenter: Elena Falcone, Director of Public Innovation & Engagement, WLS

Summary: When creating and updating the long-range/strategic plan, how does the library discover who is living in the community and what aspirations they have? What techniques and questions will help more voices, especially those that have often been silenced, to be heard?

Date: Wednesday, July 13 & 27, 2022 and Wednesday, August 10 & 24, 2022 – four member libraries tbd [9 AM-9:45 AM]

Topic: Advocacy Breakfast for US, NYS and Westchester County Legislators

Presenter: Terry Kirchner, Executive Director, WLS

Summary: An opportunity to thank the legislators for their support and to showcase the WLS eVan that is used to support the WLS digital inclusion initiatives. There will be 4 events and each one would be held at a member library.

Date: Thursday, October 13, 2022 location tbd 6-7 PM light supper; 7-8 PM program.

Topic: Getting Off Go: Understanding the Pre-Construction Project Process

Presenter: Scott Bova, Principal Architect

Summary: What is the role of professional services in planning for a construction project?

Issues to be discussed include:

- What libraries should do in preparation of a potential project
- When/How do engage design professionals
- Ways design professionals can assist libraries
- Project phases and the design process

- Funding and grant support services
- Preparation of bidding documents
- Awarding the project

Date: Thursday, November 10, 2022; tbd ; 6-7 PM light supper; 7-8 PM program

Topic: Digital Equity and Inclusion and the Role of Public Libraries / Lauren Moore, NYS Librarian

Presenter: Panel Discussion

Summary: How are WLS and the member libraries currently engaged in digital equity and inclusion efforts in their communities? What have been the successes and what challenges still exist? How can we work together and with others to best address the challenges?

TRUSTEE HANDBOOK BOOK CLUB:

Register at <https://midhudson.org/trusteebookclub/>

Upcoming 2022 Dates:

- June 14: [PR & Advocacy](#)

Recordings from previous sessions [Recordings Available Here:](#)

Planning & Evaluation (May 3, 2022)

Ethics & Conflicts of Interest + Intellectual Freedom, Censorship and Privacy (April 19, 2022)

Policies & Risk Management (March 29, 2022)

Facilities (February 22, 2022)

Budgets & Finance (January 18, 2022)

Personnel (December 14, 2021)

Library Board Meetings (November 16, 2021)

Duties & Responsibilities (October 19, 2021)