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Services Committee Meeting

7/1/2024 5:30 pm – 7:00 pm

Submitted by: A. Miller

Present: Charlie Pensabene, Mari Harris, Amanda Miller (chair), Jill Dugas Hughes, Director.

- 1) Staff Manual update – J. Dugas Hughes reached out to the Capital Region Association of Non-profits to get quotes on creating a staff manual as it is overwhelming to do on our own. It would be a one-time cost on the professional services line. M. Harris asked about the legal updates that were part of the previous package. J. Dugas Hughes still wants to subscribe to an HR service, such as SHRM (Society of Human Resources Management) to provide guidance, since we do not have an HR professional on staff.
- 2) Board Succession Planning / UHLS Equity Challenge – J. Dugas Hughes will send the board a Leadership Development and Succession Plan & Policy that was created in Feb 2020, so it needs review.
 - a. Election / Budget - We discussed also theoretically changing the time for the election / budget to help make it easier to plan for needs (e.g., Schodack, construction needs, trustee recruitment)
- 3) Partnership Policy (draft) – a draft was handed out. Example would be Historical Society (we host their programs, store some of their items). This would be to document and help make sure that the partnerships are agreed upon by both parties. This is a brand-new policy. MOU with ENL, but not AARP, Red Cross, etc... This will require review at the next Services Committee meeting.
- 4) Schodack Communications – we talked about outreach with Schodack. M. Harris made a rough draft for a FAQ communique. She asked if Friends could assist. We reviewed the NYS laws and policies for the library. C. Pensabene asked about making sure that we don't anger residents by giving their email to the Friends.
- 5) Library of things – we have had theft of 2 items. The first person hasn't returned since March. A certified letter was mailed to that person. The second was stolen from that person, according to a police report. Payment plan is being set up for several hundred dollars. We need to have an idea of how to oversee replacement and potential future theft. We will review options and see if we can come up with an equitable solution that does not involve constant replacement of items. Items will not be replaced until we receive replacement funds.