

METROPOLITAN NEW YORK LIBRARY COUNCIL

**Board of Trustees Meeting
Monday, November 19, 2018
3:00 p.m. to 5:00 p.m.**

Minutes

Present: Nick Buron, Stephen Bury, Greta Byrum (video), Valeda Dent, Jim Neal (phone), Shannon Mattern, Leah Meisterlin

Not Present: Josh Greenberg

Staff: Nate Hill

Shannon Mattern brought the meeting to order at approximately 3:03 p.m.

Mattern motioned to accept the minutes from the September 17, 2018 board meeting. Moved by Stephen Bury and seconded by Leah Meisterlin, the board voted unanimously to accept the minutes.

President's Update:

- Meeting with the Finnish Cultural Institute of New York. Organizing an event in the spring about arts in the libraries. This connects to the digital privacy exhibit and the opening of a new central library in Helsinki next year.
- Digital Privacy exhibit.

Finance Report: Nate Hill urged the board to look over the financial documents and email any questions regarding.

Board Manual Update:

Greta Byrum led the discussion about organizing and updating the board manual, which hasn't been updated in many years. A process should be in place to address items such as:

- Board member responsibilities should be reviewed and updated
- The elevator speech, written in 2006, should be updated
- METRO's story should be updated

Byrum suggested the board engage with strategic planning process currently underway with staff and consultant Margaret Sullivan. In addition, create a small working group of board members to work on the board manual.

Nominating Committee:

Jim Neal briefly explained the nominating committee's role and responsibility. He introduced the four nominees, in attendance, to the board. The board unanimously voted in Donna Gibson, Nicholas Higgins, Brian Kenney, and Caryl Matute to the board.

- Donna Gibson, Director, Library Services, Memorial Sloan Kettering Cancer Center
- Nicholas Higgins, Chief Librarian, Brooklyn Public Library (not present)
- Brian Kenney, Library Director, White Plains Public Library
- Caryl Matute, Acting Chief Branch Library Officer, New York Public Library

METO's Sexual Harassment Policy:

The state mandates METRO have a sexual harassment policy and staff training. Drafted by METRO's lawyer, Anne Karle-Zenith presented the policy to the board and answered any questions regarding. The board voted unanimously to include the sexual harassment policy in the employee handbook.

Executive Director's Report:

- DPLA updates
- METRO Repository Services
- Digital Safety project updates
- NYLA

The meeting was adjourned at 4:34 p.m.

2018 Board Meeting Dates:

Monday, December 17, 2018 (virtual)

2019 Board Meeting Dates

Thursday, February 28, 2019

Thursday, May 2, 2019

Monday, July 29, 2019

Tuesday, September 24, 2019 (virtual)

Monday, November 18, 2019

Thursday, December 19, 2019 (virtual)

All meetings are 3:00 p.m. - 5:00 p.m. at METRO.