

**BOARD COMMITTEES AND  
COMMITTEE OBJECTIVES  
2012**

**2013 EXECUTIVE COMMITTEE Elect**

(Officers of the Board & Past President or Board Member)

President*	-	Peter Hoffmann
Vice President	-	Caroline Profera
Secretary	-	Lisa Baker Brill
Treasurer	-	Regina Morini
Past President	-	Jim Tuttle

**AUDIT COMMITTEE**

Steve Mac Nish, Chair  
John Bickford  
Regina Morini

**FINANCE COMMITTEE \*\***

Roland Patterson, Chair  
Martin Miller  
Caroline Benton-Profera  
Jim Tuttle  
(Ulster County Opening)

**BYLAWS, POLICY AND PROCEDURES  
COMMITTEE**

Janet Schnitzer, Chair  
John Bickford  
Myrna Sameth

**FACILITIES COMMITTEE**

John Bickford  
Bill Conine  
Matthew Perry  
Steve Mac Nish  
(Ulster County Opening)

**NOMINATIONS & ELECTIONS  
COMMITTEE**

Bill Conine, Chair  
Lisa Baker Brill  
(Opening)

**INCENTIVES COMMITTEE\*\***

Caroline Benton-Profera, Chair  
(Putnam County Opening)  
Steve Mac Nish  
(Ulster County Opening)  
Janet Schnitzer

**PERSONNEL & PLANNING  
COMMITTEE**

John Bickford, Chair  
Steve Mac Nish  
Martin Miller  
Regina Morini  
Roland Patterson

**TRUSTEE SERVICES\*\***

Stephen Mac Nish, Chair  
Lisa Baker Brill  
Myrna Sameth  
Matthew Perry  
(Putnam County Opening)

\* The President "... shall serve ex-officio as a member of all committees except the Nominating Committee" (MHLS Bylaws)

\*\* Preferably at least one from each county

## **Committees of the Board and Committee Objectives 2012, p.2**

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### **AUDIT COMMITTEE**

Reviews matters related to financial statements, the systems of internal controls and compliance, and the annual independent audit process, including the recommended engagement of and receiving of all reports from the auditors.

### **FINANCE COMMITTEE**

Reviews the system budget for the forthcoming year, makes modifications to the current year, and monitors financial performance. Preferably one trustee from each county.

### **BYLAWS, POLICY AND PROCEDURES COMMITTEE**

Reviews the MHLS Bylaws and presents a report and recommendations at the Board of Trustees May meeting, following which the board may present its recommendations for amendments at the annual meeting.

### **EXECUTIVE COMMITTEE**

The elected officers and immediate past president, if still seated on the Board.

### **FACILITIES COMMITTEE**

Provides oversight for the maintenance and management of MHLS facilities and grounds, including facility infrastructure, such as communication and I.T. systems. Meets at least twice a year, including an annual physical inspection and review of the MHLS facilities.

### **INCENTIVES COMMITTEE**

Responsible for the continuing review of the MHLS grants program. Presents its recommendations for the following year's grants program to the board prior to the review of the next year's budget.

### **NOMINATING AND ELECTIONS COMMITTEE**

Preferably three members with varying lengths of service. Presents, at the November meeting, a slate of officers for the following year's board of trustees. The slate is voted on at the December meeting. The Chair of this committee will also prepare and conduct the election of trustees at the annual meeting.

### **PLANNING AND PERSONNEL COMMITTEE**

Works to prepare and review the System's formal long-range Plan of Service. Also sets goals for the System and monitors the progress being made by the System in connection with such plans and goals and, where necessary, seeing what adjustment in either plan or performance may be appropriate. 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. Reviews and negotiates the contract with the MHLS unit of the CSEA.

### **TRUSTEE SERVICES COMMITTEE**

Oversees staff initiatives to support trustees of member libraries and the MHLS Board. Initiatives include the Trustee Newsletter (Across the Board), programs for a spring trustee luncheon and the MHLS Annual Meeting, board-to-board visits, MHLS clerical support for trustees, trustee workshops and training, board presidents' forum, and ongoing monitoring of trustee vacancies on library boards.