**Preliminary**

**Schedule of 2015 MHLS Board Committee Meetings**

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| **Month** | **Agenda Items for Committee Meetings** |
| **January** | Bylaws (email)   * Review of Whistleblower Policy |
| February | Incentives   * Construction Grant Program Procedures * Proposed NYLA Conference Grants for Member Library Staff   Trustee Services   * Letter/Memo to Board Presidents/Directors * Reporting & Recording Communications of Board Members * March Board Orientation * Board NYLA Memberships |
| **March** | Finance   * Proposed Fiscal Policy for Capital Fund * Health Care Retirement Benefits for Future Hires |
| April | Bylaws, Policies & Procedures (early April)   * Annual Bylaws Review & Recommendations to Board * Proposed MHLS Telecommuting Policy   Audit   * Draft 2014 MHLS Fiscal Review Report * OSC Audit Findings for RCLS |
| **May** | Trustee Services   * Trustee Workshop Topics * Annual Membership Meeting   Facilities   * Proposed 2016 MHLS Construction Grant Projects * Planned 2015 Facilities Projects |
| June | Finance   * Midyear Budget Review |

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| **July** |  |
| August | Incentives (late August)   * Construction Grant Applications Review & Ranking * Mileage Reimbursement Grant Program Review   Nominations & Elections   * Slate of 2016 Board Officers |
| **September** | Adhoc Committee for Executive Director’s Evaluation   * Review of Board Members Evaluation Findings   Personnel & Planning   * Member Survey * Benefits Survey Findings * Executive Director’s Position Description |
| **October** | Facilities   * Annual Physical Inspection/Facilities Review |
| November | Incentives Committee   * Travel & Conference Grants   Bylaws, Policy, & Procedures (phone)   * Rules & Procedures Review (not Bylaw)   Personnel & Planning   * Member Survey Results * CSEA Contract (i.e., staff union)   Finance   * 2016 Budget Review & Recommendation to Board |
| **December** |  |