**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
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| 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
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| **December** |  |