



**Preliminary
Schedule of 2016 MHLS Board Committee Meetings**

Month	Agenda Items for Committee Meetings
January	
February	<p><u>Incentives</u></p> <ul style="list-style-type: none"> • Committee Charge • Construction Grant Program Procedures • Review of Mileage Equalization Grant Program <p><u>Trustee Services</u></p> <ul style="list-style-type: none"> • Committee Charge • Letter/Memo to Board Presidents/Directors • March Board Orientation • Board Members Reporting at MHLS Board Meetings • Board NYLA Memberships
March	<p><u>Finance</u></p> <ul style="list-style-type: none"> • Committee Charge • Annual Review for MHLS Fiscal Policies • Central Library Plan: Quarterly Reports to the MHLS Board of Trustees
April	<p><u>Bylaws, Policies & Procedures (early April)</u></p> <ul style="list-style-type: none"> • Committee Charge • Annual Bylaws Review & Recommendations to Board <p><u>Audit</u></p> <ul style="list-style-type: none"> • Draft 2015 MHLS Audit & Recommendation to Board
May	<p><u>Trustee Services</u></p> <ul style="list-style-type: none"> • MHLS Board Orientation Evaluation • MHLS Training Program for Public Library Trustees • Annual Membership Meeting <p><u>Facilities</u></p> <ul style="list-style-type: none"> • Committee Charge • MHLS Capital Plan • 2016 Facilities Projects • Proposed 2017 MHLS Construction Grant Projects



Mid-Hudson Library System

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June	<u>Personnel & Planning</u> <ul style="list-style-type: none"> • 2016-2021 MHLS Plan of Service
July	<u>Finance</u> <ul style="list-style-type: none"> • Mid-year Budget Review & Recommendation to Board • MHLS Capital Fund Policy • MHLS Operating Reserve Fund Policy • MHLS Operating Contingency Fund Policy
August	<u>Incentives (late August)</u> <ul style="list-style-type: none"> • Construction Grant Applications Review & Ranking <u>Nominations & Elections</u> <ul style="list-style-type: none"> • Committee Charge • Slate of 2017 Board Officers <u>Personnel & Planning</u> <ul style="list-style-type: none"> • 2016-2021 MHLS Plan of Service • Member Survey
September	<u>Adhoc Committee for Executive Director's Evaluation</u> <ul style="list-style-type: none"> • Review of Board Members Evaluation Findings
October	<u>Facilities</u> <ul style="list-style-type: none"> • Annual Physical Inspection/Facilities Review
November	<u>Bylaws, Policy, & Procedures (phone)</u> <ul style="list-style-type: none"> • Rules & Procedures Review (not Bylaws) <u>Personnel & Planning</u> <ul style="list-style-type: none"> • Member Survey Results • Executive Director's Position Description & Evaluation Process <u>Finance</u> <ul style="list-style-type: none"> • 2017 Budget & Recommendation to Board
December	