



Schedule of 2016 MHLS Board Committee Meetings (revised 11/2016)

Month	Agenda Items for Committee Meetings
January	
February	<u>Incentives</u> <ul style="list-style-type: none">• Committee Charge• Construction Grant Program Procedures• Review of Mileage Equalization Grant Program <u>Trustee Services</u> <ul style="list-style-type: none">• Committee Charge• Memo to Board Presidents/Directors• March Board Orientation• Annual Membership Meeting Planning• Board NYLA Memberships <u>Personnel & Planning</u> <ul style="list-style-type: none">• Review of Director's remarks on System Survey• Review of Staff recommendations for action plans
March	
April	<u>Bylaws, Policies & Procedures (early April)</u> <ul style="list-style-type: none">• Committee Charge• Annual Bylaws Review & Recommendations to Board <u>Audit</u> <ul style="list-style-type: none">• Draft 2015 MHLS Audit & Recommendation to Board <u>Personnel & Planning</u> <ul style="list-style-type: none">• Review of MHLS Conference Travel Policy• MHLS Staff Action Plan on 2015 Services Surveys• Review of Plan of Service-Prioritizing of MHLS Services Surveys
May	<u>Facilities</u> <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 <u>Audit Committee</u> <ul style="list-style-type: none"> Review of Auditor's Report of full audit or review
July	
August	<u>Finance</u> <ul style="list-style-type: none"> Committee Charge
	<ul style="list-style-type: none"> Annual Review of MHLS Fiscal Policies <ul style="list-style-type: none"> MHLS Capital Fund /Operating Reserve Fund/Operating Contingency Fund Policies Proposed - Equipment Policy Annual Review of Fiscal Policy Handbook Central Library Plan: Quarterly Reports to the MHLS Board of Trustees Mid-year Budget Review & Recommendation to Board Review budgets and how increased funds are being allocated <ul style="list-style-type: none"> Coordinated Outreach Correctional Facilities County Jails <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 Revision of Procedures for Election of Trustees
September	<u>Ad hoc Committee for Executive Director's Evaluation</u> <ul style="list-style-type: none"> Review of Board Members Evaluation Findings <u>Personnel & Planning</u> <ul style="list-style-type: none"> Member Survey Executive Director's Position Description & Evaluation Process
October	<u>Facilities</u> <ul style="list-style-type: none"> Annual Physical Inspection/Facilities Review <u>Trustee Services</u> <ul style="list-style-type: none"> MHLS New Board Orientation Session MHLS Trustee Education Program Annual Membership Meeting Evaluation MHLS Board Outreach Initiatives
November	<u>Bylaws, Policy, & Procedures (phone)</u> <ul style="list-style-type: none"> Rules & Procedures Review (not Bylaws) Revisions to MHLS Bylaws <u>Personnel & Planning</u> <ul style="list-style-type: none"> Member Survey Results <u>Finance</u> <ul style="list-style-type: none"> 2017 Budget & Recommendation to Board
December	