



## Preliminary Schedule of 2017 MHLS Board Committee Meetings

| Month          | Agenda Items for Committee Meetings  |
|----------------|--|
| <b>January</b> |  |
| February       | <p><u>Incentives</u></p> <ul style="list-style-type: none"> <li>• Committee Charge</li> <li>• Construction Grant Program Procedures</li> <li>• Review of Mileage Equalization Grant Program</li> </ul> <p><u>Trustee Services</u></p> <ul style="list-style-type: none"> <li>• Committee Charge</li> <li>• March Board Orientation</li> <li>• Annual Membership Meeting</li> <li>• Board NYLA Memberships</li> </ul> <p><u>Personnel &amp; Planning</u></p> <ul style="list-style-type: none"> <li>• Committee Charge</li> <li>• Review of Staff recommendations for Action Plans</li> </ul>   |
| <b>March</b>   | <p><u>Nominations &amp; Elections</u></p> <ul style="list-style-type: none"> <li>• Committee Charge</li> <li>• Establish timeline for nomination procedures of Board Officers</li> </ul>   |
| April          | <p><u>Bylaws, Policies &amp; Procedures (early April)</u></p> <ul style="list-style-type: none"> <li>• Committee Charge</li> <li>• Annual Bylaws Review &amp; Recommendations to Board</li> <li>• Revisit Bylaws Language regarding Treasurer</li> <li>• City of Poughkeepsie's Open Trespass Affidavit-No Loitering/Trespassing</li> </ul> <p><u>Audit</u></p> <ul style="list-style-type: none"> <li>• Draft 2016 MHLS Audit &amp; Recommendation to Board</li> </ul> <p><u>Personnel &amp; Planning</u></p> <ul style="list-style-type: none"> <li>• Review of MHLS Conference Travel Policy</li> <li>• MHLS Action Plans on 2017 Services</li> </ul> |
| <b>May</b>     | <p><u>Facilities</u></p> <ul style="list-style-type: none"> <li>• Committee Charge</li> <li>• MHLS Capital Plan</li> <li>• 2016 Facilities Projects</li> <li>• Proposed 2017 MHLS Construction Grant Projects</li> </ul> <p><u>Nominations &amp; Elections</u></p> <ul style="list-style-type: none"> <li>• Review of Potential Candidates for Board Officers</li> </ul>   |



**Mid-Hudson Library System**

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| <p><b>June</b></p>      | <p><u>Personnel &amp; Planning</u></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><u>Audit Committee</u></p> <ul style="list-style-type: none"> <li>• Review of Auditor’s Report of full audit or review</li> </ul>   |
| <p><b>July</b></p>      |   |
| <p><b>August</b></p>    | <p><u>Finance</u></p> <ul style="list-style-type: none"> <li>• Committee Charge</li> <li>• Annual Review of MHLS Fiscal Policies             <ul style="list-style-type: none"> <li>○ MHLS Capital Fund /Operating Reserve Fund/Operating Contingency Fund Policies</li> <li>○ Proposed - Equipment Policy</li> </ul> </li> <li>• Annual Review of Fiscal Policy Handbook</li> <li>• Mid-year Budget Review &amp; Recommendation to Board</li> <li>• Review budgets and how increased funds are being allocated             <ul style="list-style-type: none"> <li>○ Coordinated Outreach</li> <li>○ Correctional Facilities</li> <li>○ County Jails</li> </ul> </li> </ul> <p><u>Incentives (late August)</u></p> <ul style="list-style-type: none"> <li>• Construction Grant Applications Review &amp; Ranking</li> </ul> <p><u>Nominations &amp; Elections</u></p> <ul style="list-style-type: none"> <li>• Proposed Slate of 2017 Board Officers</li> </ul> |
| <p><b>September</b></p> | <p><u>Ad hoc Committee for Executive Director’s Evaluation</u></p> <ul style="list-style-type: none"> <li>• Review of Board Members Evaluation Findings</li> </ul> <p><u>Personnel &amp; Planning</u></p> <ul style="list-style-type: none"> <li>• Executive Director’s Position Description &amp; Evaluation Process</li> </ul>  |
| <p><b>October</b></p>   | <p><u>Facilities</u></p> <ul style="list-style-type: none"> <li>• Annual Physical Inspection/Facilities Review</li> </ul> <p><u>Trustee Services</u></p> <ul style="list-style-type: none"> <li>• MHLS Board Orientation Evaluation</li> <li>• MHLS Training Program for Public Library Trustees</li> <li>• Annual Membership Meeting Evaluation</li> <li>• 2018 Memo to Board Presidents/Directors</li> </ul>  |
| <p><b>November</b></p>  | <p><u>Bylaws, Policy, &amp; Procedures</u> (phone)</p> <ul style="list-style-type: none"> <li>• Rules &amp; Procedures Review (not Bylaws)</li> </ul> <p><u>Personnel &amp; Planning</u></p> <ul style="list-style-type: none"> <li>• Review of Plan of Service Action Plans</li> </ul> <p><u>Finance</u></p> <ul style="list-style-type: none"> <li>• Review of Proposed 2018 Budget &amp; Recommendation to Board</li> </ul>  |
| <p><b>December</b></p>  |   |