**Schedule of 2017**

**MHLS Board Committee Meetings**

(Revised 10/26/2017)

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| **Month** | **Agenda Items for Committee Meetings** |
| **January** |  |
| February | Incentives   * Committee Charge * Construction Grant Program Procedures * Review of Mileage Equalization Grant Program   Trustee Services   * Committee Charge * March Board Orientation * Annual Membership Meeting * Board NYLA Memberships |
| **March** | Finance Committee   * Review role of MHLS Treasurer   Nominations & Elections   * Committee Charge * Establish timeline for nomination procedures of Board Officers |
| April | Bylaws, Policies & Procedures (early April)   * Committee Charge * Annual Bylaws Review & Recommendations to Board * Revisit Bylaws Language regarding Treasurer * City of Poughkeepsie’s Open Trespass Affidavit-No Loitering/Trespassing |
| **May** | Audit   * Review of 2016 MHLS Audit & Recommendation to Board   Nominations & Elections   * Review of Potential Candidates for Board Officers   Facilities   * Review Committee Charge * Review 2016-2017 Facilities Projects * Review MHLS Capital Plan & Timeline * Review Proposed 2017-2018 Projects |

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| June | Personnel & Planning   * Review of Implementation of MHLS Action Plans on 2017 Services * Review of Cell Phone Policy * Review of Personnel Policies Handbook |

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| **July** |  |
| August | Finance   * Committee Charge * Annual Review of MHLS Fiscal Policies   + MHLS Capital Fund /Operating Reserve Fund/Operating Contingency Fund Policies   + Proposed - Equipment Policy * Annual Review of Fiscal Policy Handbook * Mid-year Budget Review & Recommendation to Board * Review budgets and how increased funds are being allocated   + Coordinated Outreach   + Correctional Facilities   + County Jails   Incentives (late August)   * Construction Grant Applications Review & Ranking   Nominations & Elections   * Revision of Committee Charge * Proposed Slate of 2017 Board Officers |
| **September** | Ad hoc Committee for Executive Director’s Evaluation   * Review of Board Members Evaluation Findings   Personnel & Planning   * MHLS Personnel Policies * Mid-Year Action Plans Report * Review of Recommended 2018 Salaries |
| **October** | Facilities   * Annual Physical Inspection/Facilities Review   Trustee Services   * MHLS Board Orientation Evaluation * Topics for Future Board Meeting Orientation Sessions * MHLS Training Program for Public Library Trustees * Annual Membership Meeting Evaluation * 2018 Memo to Board Presidents/Directors |
| November | Bylaws, Policy, & Procedures (phone)   * Rules & Procedures Review (not Bylaws)   Personnel & Planning   * Review of Plan of Service Action Plans * Executive Director’s Position Description & Evaluation Process   Finance   * Review of Proposed 2018 Budget & Recommendation to Board |
| **December** |  |