**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
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| **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
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| 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
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| **December** |  |