



Preliminary Schedule of 2018 MHLS Board Committee Meetings

Month	Agenda Items for Committee Meetings
January	<u>Executive Committee</u> <ul style="list-style-type: none">• Overview of Succession Process for Executive Director
February	<u>Executive Committee</u> <ul style="list-style-type: none">• Follow-up Meeting <u>Incentives</u> <ul style="list-style-type: none">• Review of Committee Charge• Construction Grant Program Procedures• Review of Mileage Equalization Grant Program
March	<u>Executive Committee</u> <ul style="list-style-type: none">• Follow-up Meeting <u>Nominations & Elections</u> <ul style="list-style-type: none">• Review of Committee Charge• Establish timeline for nomination procedures of Board Officers
April	<u>Bylaws, Policies & Procedures (early April)</u> <ul style="list-style-type: none">• Review of Committee Charge• Annual Bylaws Review & Recommendations to Board <u>Trustee Services</u> <ul style="list-style-type: none">• Review of Committee Charge• March Board Orientation• Annual Membership Meeting• Board NYLA Memberships
May	<u>Audit</u> <ul style="list-style-type: none">• Review of 2017 MHLS Audit & Recommendation to Board <u>Nominations & Elections</u> <ul style="list-style-type: none">• Review of Potential Candidates for Board Officers <u>Facilities</u> <ul style="list-style-type: none">• Review Committee Charge• Review 2017-2018 Facilities Projects• Review MHLS Capital Plan & Timeline• Review Proposed 2018-2019 Projects
June	<u>Personnel & Planning</u> <ul style="list-style-type: none">• Review of Implementation of MHLS Action Plans on 2018 Services• Review of Personnel Policies Handbook• Review of Executive Director's Evaluation Process
July	

August	<u>Finance</u> <ul style="list-style-type: none"> • Review of Committee Charge • Annual Review of MHLS Fiscal Policies (<i>requires full Board approval</i>) <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 • 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"> • Revision of Committee Charge • Proposed Slate of 2019 Board Officers
September	<u>Personnel & Planning</u> <ul style="list-style-type: none"> • MHLS Personnel Policies • Mid-Year Action Plans Report • Review of Recommended 2019 Salaries • Executive Director's Evaluation
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 Board Orientation Evaluation • Topics for Future Board Meeting Orientation Sessions • MHLS Training Program for Public Library Trustees • Annual Membership Meeting Evaluation 2019 Memo to Board Presidents/Directors
November	<u>Bylaws, Policy, & Procedures</u> (phone) <ul style="list-style-type: none"> • Rules & Procedures Review (not Bylaws) <u>Personnel & Planning</u> <ul style="list-style-type: none"> • Review of Plan of Service Action Plans • Executive Director's Position Description & Evaluation Process <u>Finance</u> <ul style="list-style-type: none"> • Review of Proposed 2019 Budget & Recommendation to Board
December	

* Regular scheduled MHLS Board meetings – January/ March/ May/ July/ September/ December