



Preliminary Schedule of 2019 MHLS Board Committee Meetings

Month	Agenda Items for Committee Meetings
January	
February	<u>Incentives</u> <ul style="list-style-type: none"> • Review of Committee Charge • Construction Grant Program Procedures • Review of Mileage Equalization Grant Program • Review of NYLA Conference Scholarship Grant Program
March	<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 • Review Videoconferencing Policy <u>Trustee Services</u> <ul style="list-style-type: none"> • Review of Committee Charge • Debrief re: March Board Orientation • Planning for the Annual Membership Meeting • Board NYLA Memberships <u>Facilities</u> <ul style="list-style-type: none"> • Review Committee Charge • Review 2018-2019 Facilities Projects • Review MHLS Capital Plan & Timeline • Review Proposed 2019-2020 Projects
May	<u>Nominations & Elections</u> <ul style="list-style-type: none"> • Review of Potential Candidates for Board Officers <u>Audit (late May/early June)</u> <ul style="list-style-type: none"> • Review of 2018 MHLS Audit & Recommendation to Board
June	<u>Personnel & Planning</u> <ul style="list-style-type: none"> • Review of Implementation of MHLS Action Plans for 2019 Services • Review of Personnel Policies Handbook • Review of Executive Director's Evaluation Process <u>Incentives</u> <ul style="list-style-type: none"> • Review of NYLA Conference Grant Scholarship applications
July	

August	<p><u>Finance</u></p> <ul style="list-style-type: none"> • Review of Committee Charge • Annual Review of MHLS Fiscal Policies (<i>requires full Board approval</i>) • 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 <p><u>Nominations & Elections</u></p> <ul style="list-style-type: none"> • Revision of Committee Charge • Proposed Slate of 2019 Board Officers <p><u>Incentives (late August)</u></p> <ul style="list-style-type: none"> • Construction Grant Applications Review & Ranking
September	<p><u>Personnel & Planning</u></p> <ul style="list-style-type: none"> • MHLS Personnel Policies • Mid-Year Action Plans Report • Executive Director’s Evaluation
October	<p><u>Facilities</u></p> <ul style="list-style-type: none"> • Annual Physical Inspection/Facilities Review <p><u>Trustee Services</u></p> <ul style="list-style-type: none"> • MHLS Board Orientation Evaluation • Topics for Future Board Meeting Orientation Sessions • Review of MHLS Trustee Education Program • Annual Membership Meeting Evaluation • 2020 Memo to Board Presidents/Directors
November	<p><u>Bylaws, Policy, & Procedures</u> (phone)</p> <ul style="list-style-type: none"> • Rules & Procedures Review (not Bylaws) <p><u>Personnel & Planning</u></p> <ul style="list-style-type: none"> • Review of Plan of Service Action Plans • Executive Director’s Position Description & Evaluation Process <p><u>Finance</u></p> <ul style="list-style-type: none"> • Review of Proposed 2019 Budget & Recommendation to Board
December	

* 2019 Scheduled MHLS Board meetings – January/ March/ May/ July/ September/ December