

2022 Meeting Calendar | MHLS Board & Board Committees

January	February	March
<p>Board of Trustees Meeting Tuesday, January 11</p> <ul style="list-style-type: none"> Oaths of Office for New Trustees Annual review of Conflict of Interest Policy and Disclosure Form; Ethics Policy Salary Schedule 	<p>Incentives Committee</p> <ul style="list-style-type: none"> Review: committee charge State Aid for Library Construction Program Procedures Review: Mileage Equalization Grant Program Review: NYLA Conference Scholarship Grant Program 	<p>Board of Trustees Meeting Saturday, March 12</p> <ul style="list-style-type: none"> Review/Approval Variance Requests Review/Approval 2021 Annual Report
<p>Committee Chair Kick-Off</p>	<p>Bylaws, Policy and Procedures Committee</p> <ul style="list-style-type: none"> Review committee charge Annual Bylaws review Review videoconferencing policy 	<p>Board Orientation</p>
<p>EDI Working Group</p>		<p>EDI Working Group</p>
April	May	June
<p>Board Development Committee</p> <ul style="list-style-type: none"> Review committee charge Debrief: board orientation Annual Membership Meeting Planning Sexual Harassment Prevention Training Plan Review: Board Evaluation Plan 	<p>Board of Trustees Meeting Thursday, May 12</p> <ul style="list-style-type: none"> Certificate of Expenditure 2021 CLDA/CBA state aid program funds Review/Acceptance signed CLDA/CBA Annual Expenditure Plan 	<p>Personnel & Planning Committee</p> <ul style="list-style-type: none"> Review committee charge Review Action Plan Review: Personnel Policies Review: ED Evaluation Process
<p>Facilities Committee</p> <ul style="list-style-type: none"> Review committee charge Review MHLS Capital Plan and Timeline 	<p>Nominations & Elections Committee</p> <ul style="list-style-type: none"> Review: committee charge Establish timeline, procedure and potential candidates for board officer nominations 	<p>Incentives Committee</p> <ul style="list-style-type: none"> Review: NYLA Conference Scholarship applications
	<p>Audit Committee <small>(late May-early June)</small></p> <ul style="list-style-type: none"> Review 2021 Audit for recommendation to the board 	<p>Committee Chair Check-in</p>
	<p>EDI Working Group</p>	

July	August	September
Board of Trustees Meeting Friday, July 15 <i>Followed by Board/Staff Luncheon</i> <ul style="list-style-type: none"> Independent Accountant's Audit Report 	Finance Committee <ul style="list-style-type: none"> Review: committee charge Review: fiscal policies Review: mid-year budget for recommendation to the board 	Board of Trustees Meeting Thursday, September 29 <ul style="list-style-type: none"> State Aid for Library Construction Award Recommendations Proposed meeting dates for 2023
EDI Working Group	Incentives Committee <ul style="list-style-type: none"> State Aid for Library Construction Program administration for recommendation to the board 	Personnel & Planning Committee <ul style="list-style-type: none"> Review: Personnel Policies Review & Recommend: Action Plan Review & Recommend: Plan of Service Review: ED Evaluation
	Nominations & Elections Committee <ul style="list-style-type: none"> Review & Recommend: Proposed slate for 2023 board officers 	EDI Working Group
October	November	December
Annual Membership Meeting Friday, October 21	Bylaws, Policy and Procedures Committee <ul style="list-style-type: none"> Review & Recommend: 2023 Board Rules & Procedures 	Board of Trustees Meeting Tuesday, December 13 (snow date: December 16)
Facilities Committee <ul style="list-style-type: none"> Annual physical inspection of MHLS office building and auditorium Review: Capital Plan 	Personnel & Planning Committee <ul style="list-style-type: none"> Review: Action Plan Review: ED job description and evaluation process 	
Board Development Committee <ul style="list-style-type: none"> Review: Annual Membership Meeting Evaluations Debrief: Board Evaluation Plan: Topics for MHLS Board Orientations Review: 2023 Board-to-Board Memo 	Finance Committee <ul style="list-style-type: none"> Review & Recommend: Proposed 2023 budget EDI Working Group	

Please note: The COVID-19 Response & Recovery Working Group meeting schedule will be determined in Q1