

# 2023 Meeting Calendar | MHLS Board & Board Committees

January	February	March
<b>Board of Trustees Meeting</b> <b>Tuesday, January 19</b> (Snow date: January 23) <ul style="list-style-type: none"> <li>Oaths of Office for New Trustees</li> <li>Annual review of Conflict of Interest Policy and Disclosure Form; Ethics Policy</li> <li>Salary Schedule</li> </ul>	<b>Incentives Committee</b> <ul style="list-style-type: none"> <li>Review: committee charge</li> <li>State Aid for Library Construction Program Procedures</li> <li>Review: Mileage Equalization Grant Program</li> <li>Review: NYLA Conference Scholarship Grant Program</li> </ul>	<b>Board of Trustees Meeting</b> <b>Saturday, March 11</b> (Snow date: March 25) <i>Followed by Luncheon and the Orientation for New Trustees session</i> <ul style="list-style-type: none"> <li>Review/Approval Variance Requests</li> <li>Review/Approval 2021 Annual Report</li> <li>State Aid for Library Construction Program Elements</li> </ul>
<b>Committee Chair Kick-Off</b>	<b>Bylaws, Policy and Procedures Committee</b> <ul style="list-style-type: none"> <li>Review committee charge</li> <li>Annual Bylaws review</li> <li>Review videoconferencing policy</li> </ul>	<b>Board Orientation</b>
April	May	June
<b>Board Development Committee</b> <ul style="list-style-type: none"> <li>Review committee charge</li> <li>Debrief: board orientation</li> <li>Annual Membership Meeting Planning</li> <li>Sexual Harassment Prevention Training Plan</li> <li>Review: Board Evaluation Plan</li> </ul>	<b>Board of Trustees Meeting</b> <b>Thursday, May 17</b> <ul style="list-style-type: none"> <li>Certificate of Expenditure 2021 CLDA/CBA state aid program funds</li> <li>Review/Acceptance signed CLDA/CBA Annual Expenditure Plan</li> </ul>	<b>Personnel &amp; Planning Committee</b> <ul style="list-style-type: none"> <li>Review committee charge</li> <li>Review Action Plan</li> <li>Review: Personnel Policies</li> <li>Review: ED Evaluation Process</li> </ul>
<b>Facilities Committee</b> <ul style="list-style-type: none"> <li>Review committee charge</li> <li>Review MHLS Capital Plan and Timeline</li> </ul>	<b>Audit Committee</b> (late May-early June) Review 2021 Audit for recommendation to the board	<b>Incentives Committee</b> <ul style="list-style-type: none"> <li>Review: NYLA Conference Scholarship applications</li> </ul>
<b>Nominations &amp; Elections Committee</b> <ul style="list-style-type: none"> <li>Review: committee charge</li> <li>Review: Election Procedures</li> <li>Establish timeline, procedure and potential candidates for board officer nominations</li> </ul>		<b>Committee Chair Check-in</b>

July	August	September
<b>Board of Trustees Meeting</b> <b>Friday, July 12</b> <i>Followed by Board/Staff Luncheon</i> <ul style="list-style-type: none"> <li>Independent Accountant's Audit Report</li> </ul>	<b>Finance Committee</b> <ul style="list-style-type: none"> <li>Review: committee charge</li> <li>Review: fiscal policies</li> <li>Review: mid-year budget for recommendation to the board</li> </ul>	<b>Board of Trustees Meeting</b> <b>Thursday, September 12</b> <ul style="list-style-type: none"> <li>State Aid for Library Construction Award Recommendations</li> <li>Proposed meeting dates for 2023</li> </ul>
	<b>Incentives Committee</b> <ul style="list-style-type: none"> <li>State Aid for Library Construction Program administration for recommendation to the board</li> </ul>	<b>Personnel &amp; Planning Committee</b> <ul style="list-style-type: none"> <li>Review: Personnel Policies</li> <li>Review &amp; Recommend: Action Plan</li> <li>Review &amp; Recommend: Plan of Service</li> <li>Review: ED Evaluation</li> </ul>
	<b>Nominations &amp; Elections Committee</b> <ul style="list-style-type: none"> <li>Review &amp; Recommend: Proposed slate for 2023 board officers</li> </ul>	
October	November	December
<b>Annual Membership Meeting</b> <b>Friday, October 27</b>	<b>Bylaws, Policy and Procedures Committee</b> <ul style="list-style-type: none"> <li>Review &amp; Recommend: 2023 Board Rules &amp; Procedures</li> </ul>	<b>Board of Trustees Meeting</b> <b>Tuesday, December 6</b> (snow date: December 18)
<b>Facilities Committee</b> <ul style="list-style-type: none"> <li>Annual physical inspection of MHLS office building and auditorium</li> <li>Review: Capital Plan</li> </ul>	<b>Personnel &amp; Planning Committee</b> <ul style="list-style-type: none"> <li>Review: Action Plan</li> <li>Review: ED job description and evaluation process</li> </ul>	
<b>Board Development Committee</b> <ul style="list-style-type: none"> <li>Review: Annual Membership Meeting Evaluations</li> <li>Debrief: Board Evaluation</li> <li>Plan: Topics for MHLS Board Orientations</li> <li>Review: 2023 Board-to-Board Memo</li> </ul>	<b>Finance Committee</b> <ul style="list-style-type: none"> <li>Review (2022): New Reserve Fund</li> <li>Review &amp; Recommend: Proposed 2023 budget</li> </ul>	

Please note: The working group meeting schedules will be determined by the working groups.