

2024 Meeting Calendar | MHLS Board & Board Committees

January	February	March
<p>Board of Trustees Meeting Friday, January 26 (Snow date: January 31)</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 Newspaper of Record Bank Designation 	<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 16 (Snow date: March 30) <i>Followed by Luncheon and the Orientation for New Trustees session</i></p> <ul style="list-style-type: none"> Review/Approval Variance Requests Review/Approval 2023 Annual Report State Aid for Library Construction Program Elements
<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 Annual Rules & Procedures Review 	<p>Board Orientation</p>
<p>April</p>	<p>May</p>	<p>June</p>
<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 Self-Evaluation Plan 	<p>Board of Trustees Meeting Wednesday, May 15</p> <ul style="list-style-type: none"> Certificate of Expenditure 2023 Central Library Services Program funds Review/Acceptance signed Central Library Services Program 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>Audit Committee (late May-early June)</p> <p>Review 2023 Audit for recommendation to the board</p>	<p>Incentives Committee</p> <ul style="list-style-type: none"> Review: NYLA Conference Scholarship applications (if needed)
<p>Nominations & Elections Committee</p> <ul style="list-style-type: none"> Review: committee charge Review: Election Procedures Establish timeline, procedure and potential candidates for board officer nominations 		<p>Committee Chair Check-in</p>

July	August	September
<p>Board of Trustees Meeting Wednesday, July 17 <i>Followed by Board/Staff Luncheon</i></p> <ul style="list-style-type: none"> Independent Accountant's Audit Report 	<p>Finance Committee</p> <ul style="list-style-type: none"> Review: committee charge Review: fiscal policies Review: mid-year budget for recommendation to the board 	<p>Board of Trustees Meeting Friday, September 27</p> <ul style="list-style-type: none"> State Aid for Library Construction Award Recommendations Proposed meeting dates for 2025
<p>Bylaws, Policy and Procedures Committee</p> <ul style="list-style-type: none"> Review proposed 2025 meeting dates Review & Recommend: 2025 Board Rules & Procedures 	<p>Incentives Committee</p> <ul style="list-style-type: none"> State Aid for Library Construction Program administration for recommendation to the board 	<p>Personnel & Planning Committee</p> <ul style="list-style-type: none"> Review: Personnel Policies Review & Recommend: Action Plan Review & Recommend: Plan of Service Review: ED Evaluation
	<p>Nominations & Elections Committee</p> <ul style="list-style-type: none"> Review & Recommend: Proposed slate for 2025 board officers 	
October	November	December
<p>Annual Membership Meeting Friday, October 25</p>	<p>Personnel & Planning Committee</p> <ul style="list-style-type: none"> Review: Action Plan Review: ED job description and evaluation process 	<p>Board of Trustees Meeting Tuesday, December 10 (snow date: December 18)</p>
<p>Facilities Committee</p> <ul style="list-style-type: none"> Annual physical inspection of MHLS office building and auditorium Review: Facilities Plan 	<p>Finance Committee</p> <ul style="list-style-type: none"> Review (2022): New Reserve Fund Review & Recommend: Proposed 2023 budget 	
<p>Board Development Committee</p> <ul style="list-style-type: none"> Review: Annual Membership Meeting Evaluations Debrief: Board Evaluation Plan: Topics for MHLS Board Orientations Review: 2025 Board-to-Board Memo 	<p>Committee Chair Check-in</p>	

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