

# Annual Board Tasks

## January:

- Oaths of Office
- Sign Conflict of Interest Disclosure Forms
- Sign Ethics Policy
- Approve Salary Schedule
- Confirm Banking Institution
- Name Newspaper of Record
- Orientation for New Trustees
- Board-to-Board Visits Outreach Memo

## March:

- Review/Approval Variance Requests (if applicable)
- Review/Approval of System's Annual Report to the State
- Advance Bylaw Amendments (if applicable)

## May:

- Notice of Vacancies and Requests for Nominations Sent
- Approval of Central Library Program Expenditures (last year)
- Approval of Central Library Program Expenditure Plan (coming year)
- Board Self-Evaluation

**June:** Bylaw Amendments (if applicable) deadline: 120 days prior to annual meeting

## July:

- Independent Audit Report Received
- Officer Nomination(s) to the Chair of the Nominations & Elections Committee
- Notice of Proposed Bylaw Amendments to Members 90 days prior to Annual Meeting (if applicable)

## August:

- Executive Director Evaluation

## September:

- Mid-Year Budget Adjustments
- Recommendations for State Aid for Library Construction Program
- Sexual Harassment Prevention Training due October 1
- Election Notice Sent (one month prior to annual meeting)

**October:** Annual Membership Meeting/Election of New Trustees

**November 30:** Proof of 2-hours of relevant continuing education due

## December:

- Officer Election
- Budget Approval

