

2021 Meeting Calendar | MHLS Board & Board Committees

draft: 12.2020

January	February	March
<p>Board of Trustees Meeting Wednesday, January 20 (snow date: January 27)</p> <ul style="list-style-type: none"> Annual review of Conflict of Interest Policy and Disclosure Form 	<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>Bylaws, Policy and Procedures Committee</p> <ul style="list-style-type: none"> Review committee charge Annual Bylaws review Review videoconferencing policy 	<p>Board of Trustees Meeting Saturday, March 13 (snow date: March 20)</p> <p><i>Followed by Board luncheon and New Board Member Orientation</i></p> <ul style="list-style-type: none"> Review/Approval Variance Requests Review/Approval 2020 Annual Report
<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 	<p>Board of Trustees Meeting Wednesday, May 12</p> <ul style="list-style-type: none"> Certificate of Expenditure 2020 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 Discuss development of new Plan of Service 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 Discuss leadership cultivation activities 	<p>Incentives Committee</p> <ul style="list-style-type: none"> Review: NYLA Conference Scholarship applications (<i>if offered</i>)
	<p>Audit Committee (late May-early June)</p> <ul style="list-style-type: none"> Review 2020 Audit for recommendation to the board 	

July	August	September
<p>Board of Trustees Meeting Wednesday, July 14 <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 Wednesday, September 29</p> <ul style="list-style-type: none"> State Aid for Library Construction Award Recommendations Proposed meeting dates for 2022
	<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 2022 board officers 	
<p>October</p>	<p>November</p>	<p>December</p>
<p>Annual Membership Meeting Friday, October 22</p>	<p>Bylaws, Policy and Procedures Committee</p> <ul style="list-style-type: none"> Review & Recommend: 2022 Board Rules & Procedures 	<p>Board of Trustees Meeting Wednesday, December 15 (snow date: December 16)</p>
<p>Facilities Committee</p> <ul style="list-style-type: none"> Annual physical inspection of MHLS office building and auditorium Review: Capital Plan 	<p>Personnel & Planning Committee</p> <ul style="list-style-type: none"> Review: Action Plan Review: ED job description and evaluation process 	
<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 	<p>Finance Committee</p> <ul style="list-style-type: none"> Review & Recommend: Proposed 2022 budget 	

- Review: 2022 Board-to-Board Memo