**2020 Meeting Calendar for MHLS BOT & BOT Committees**

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| **January**BOT: Meeting – Sat. Jan. 18 @ MHLS(snow date if needed Sat. Feb 1)* Conflict of Interest Policy
* Staff Positions & Salaries
 | **February**Incentives Committee:* Review of Committee Charge
* Construction Grant Program

 Procedures* Review of Mileage Equalization Grant Program
* Review of NYLA Conference

Scholarship Grant Program | **March**BOT: Meeting – Sat. Mar. 21 @ MHLS Auditorium(snow date if needed Sat. Mar. 28)*Followed by Board Luncheon/New Member Orientation** Certification Adult/Family Literacy Grant Apps.
* Review/Approval Variance Requests
* Review/Approval 2019 Annual Report
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| **April**Bylaws Committee: * Review of Committee Charge
* Annual Bylaws Review & recommendations to board
* Review Videoconferencing Policy

Trustee Services Committee:* Review of Committee Charge
* Establish timeline for nomination procedures for board officers
* Debriefing of board orientation
* Annual Membership Planning
* SHPT
* Board NYLA Memberships

Facilities Committee:* Review of Committee Charge
* Review of 2029-2020 facilities projects
* Review MHLS Capital Plan & Timeline
* Review of proposed 2020-2021 Facilities projects
 | **May**BOT: Meeting – Wed. May 13 @ Standard Free Library* Certificate of Expenditure 2019 CLDA/CBA state aid program funds
* Review/Acceptance signed CLDA/CBA Annual Expenditure Plan

Trustee Services Committee: (online meeting)* Review of potential candidates for board officers

Audit Committee: (late May-early June)(online meeting-doc. Emailed)* Review of 2019 MHLS Audit & recommendation to board
 | **June**Personnel & Planning Committee:* Review of implementation

 of MHLS Action Plans for 2020* Review of Personnel Policies Handbook
* Review of Executive Director’s Evaluation Process

Incentives Committee:* Review of NYLA Conference Grant applications
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| **July**BOT: Meeting – Wed. July 15 @ MHLS Auditorium *Followed by Board/Staff Luncheon** Independent Accountants Audit Report
 | **August**Finance Committee* Review of Committee Charge
* Annual review of MHLS Fiscal Policies (requires full board approval)
* Mid-year budget review & recommendations to board
* Review of allocation of funds for:
	+ Coordinated Outreach
	+ Correctional Facilities
	+ County Jails

Incentives Committee:* Construction Grant Applications review & ranking
 | **September**BOT: Meeting – Wed. Sept. 16 @Claverack Library* Proposed meeting dates for 2021

Personnel & Planning Committee* Review of MHLS Personnel Policies
* Mid-year Action Plans report
* Executive Director’s Evaluation
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| **October**Annual Membership Meeting – Fri. Oct. 23 @ (t/b/a)Facilities Committee:* Annual physical inspection/facilities review

Trustee Services Committee:* Board Orientation Evaluation
* Topics for future board mtg. orientation sessions
* Review of MHLS Trustee Education Program
* Annual Membership Mtg. evaluation
* 2020 Memo to board presidents/directors
* Proposed slate of 2021 board officers
 | **November**Bylaws Committee:* Review of board Rules & Procedures

Personnel & Planning Committee:* Review of Plan of Service Action Plans
* Executive Director’s position description & evaluation process

Finance Committee:* Review of proposed 2021 budget and recommendation to board
 | **December**BOT: Meeting – Sat. Dec. 12 @ MHLS Auditorium (snow date if needed Sat. Dec. 19)* Establishment of 2021 Board Committee Assignnts
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