**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 |
| **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 |
| **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 |
| **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 |