

2025 Meeting Calendar | MHLS Board & Board Committees

January	February	March
<p>Board of Trustees Meeting Saturday, January 11 (Snow date: February 1) <i>Followed by Luncheon and the Orientation for New Trustees session</i></p> <ul style="list-style-type: none"> Oaths of Office for New Trustees Board Priorities Committee Rosters Annual review of Conflict of Interest Policy and Disclosure Form; Ethics Policy Newspaper of Record Salary Chart 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 Wednesday, March 12</p> <ul style="list-style-type: none"> Review/Approval Variance Requests Review/Approval 2024 Annual Report State Aid for Library Construction Program Elements
<p>Board Orientation</p>		
<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 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>April</p>	<p>May</p>	<p>June</p>
<p>Facilities Committee</p> <ul style="list-style-type: none"> Review committee charge Review MHLS Capital Plan and Timeline 	<p>Board of Trustees Meeting Tuesday, May 13</p> <ul style="list-style-type: none"> Certificate of Expenditure 2024 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>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>Audit Committee <small>(late May-early June)</small></p> <p>Review 2024 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>Committee Chair Check-in</p>

July	August	September
Board of Trustees Meeting Friday, July 18 <i>Followed by Board/Staff Luncheon</i> Independent Accountant’s Audit Report	Finance Committee <ul style="list-style-type: none"> Review: committee charge Review: fiscal policies Review: mid-year budget for recommendation to the board 	Board of Trustees Meeting Friday, September 12 <ul style="list-style-type: none"> State Aid for Library Construction Award Recommendations Proposed meeting dates for 2026
Bylaws, Policy and Procedures Committee <ul style="list-style-type: none"> Review proposed 2026 meeting dates Review & Recommend: 2026 Board Rules & Procedures 	Incentives Committee <ul style="list-style-type: none"> State Aid for Library Construction Program administration for recommendation to the board 	Personnel & Planning Committee <ul style="list-style-type: none"> Review: Personnel Policies Review & Recommend: Action Plan Review & Recommend: Plan of Service Review: ED Evaluation
	Nominations & Elections Committee <ul style="list-style-type: none"> Review & Recommend: Proposed slate for 2026 board officers 	
October	November	December
Annual Membership Meeting Friday, October 24	Personnel & Planning Committee <ul style="list-style-type: none"> Review: Action Plan Review: ED job description and evaluation process 	Board of Trustees Meeting Tuesday, December 9
Facilities Committee <ul style="list-style-type: none"> Annual physical inspection of MHLS office building and auditorium Review: Facilities Plan 	Finance Committee <ul style="list-style-type: none"> Review: Reserve Funds Review & Recommend: Proposed 2026 budget 	
Board Development Committee <ul style="list-style-type: none"> Review: Annual Membership Meeting Evaluations Debrief: Board Evaluation Plan: Topics for MHLS Board Orientations Review: 2026 Board-to-Board Memo 	Committee Chair Check-in	

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