

2025 Meeting Calendar | MHLS Board & Board Committees

January	February	March
Board of Trustees Meeting Saturday, January 11 (Snow date: February 1) <i>Followed by Luncheon and the Orientation for New Trustees session</i> - 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	Incentives Committee - Review: committee charge - State Aid for Library Construction Program Procedures - Review: Mileage Equalization Grant Program - Review: NYLA Conference Scholarship Grant Program	Board of Trustees Meeting Wednesday, March 12 - Review/Approval Variance Requests - Review/Approval 2024 Annual Report - State Aid for Library Construction Program Elements
Board Orientation		
Committee Chair Kick-Off	Bylaws, Policy and Procedures Committee - Review committee charge - Annual Bylaws review - Annual Rules & Procedures Review	Board Development Committee - Review committee charge - Debrief: board orientation - Annual Membership Meeting Planning - Sexual Harassment Prevention Training Plan - Review: Board Self-Evaluation Plan
April	May	June
Facilities Committee - Review committee charge - Review MHLS Capital Plan and Timeline	Board of Trustees Meeting Tuesday, May 13 - Certificate of Expenditure 2024 Central Library Services Program funds - Review/Acceptance signed Central Library Services Program Annual Expenditure Plan	Personnel & Planning Committee - Review committee charge - Review Action Plan - Review: Personnel Policies - Review: ED Evaluation Process
Nominations & Elections Committee - Review: committee charge - Review: Election Procedures - Establish timeline, procedure and potential candidates for board officer nominations	Audit Committee (late May-early June) Review 2024 Audit for recommendation to the board	Incentives Committee Review: NYLA Conference Scholarship applications (if needed)
		Committee Chair Check-in

July		August	September
Board of Trustees Meeting Friday, July 18 <i>Followed by Board/Staff Luncheon</i> Independent Accountant's Audit Report		Finance Committee - Review: committee charge - Review: fiscal policies - Review: mid-year budget for recommendation to the board	Board of Trustees Meeting Friday, September 12 - State Aid for Library Construction Award Recommendations - Proposed meeting dates for 2026
Bylaws, Policy and Procedures Committee - Review proposed 2026 meeting dates - Review & Recommend: 2026 Board Rules & Procedures		Incentives Committee State Aid for Library Construction Program administration for recommendation to the board	Personnel & Planning Committee - Review: Personnel Policies - Review & Recommend: Action Plan - Review & Recommend: Plan of Service - Review: ED Evaluation
		Nominations & Elections Committee Review & Recommend: Proposed slate for 2026 board officers	
October		November	December
Annual Membership Meeting Friday, October 24		Personnel & Planning Committee - Review: Action Plan - Review: ED job description and evaluation process	Board of Trustees Meeting Tuesday, December 9
Facilities Committee - Annual physical inspection of MHLS office building and auditorium - Review: Facilities Plan		Finance Committee - Review: Reserve Funds - Review & Recommend: Proposed 2026 budget	
Board Development Committee - 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.