

2026 Meeting Calendar | MHLS Board & Board Committees

January	February	March
<p>Board of Trustees Meeting Saturday, January 31 (Snow date: February 7) Followed by Luncheon and the Orientation for New Trustees session</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 • 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 18</p> <ul style="list-style-type: none"> • Review/Approval Variance Requests • Review/Approval 2025 Annual Report • State Aid for Library Construction Program Elements
	<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 • Annual Membership Meeting Planning • Sexual Harassment Prevention Training Plan • Board Self-Evaluation Plan
		<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
April	May	June
<p>Facilities Committee</p> <ul style="list-style-type: none"> • Review committee charge • Review MHLS Capital Plan and Timeline 	<p>Board of Trustees Meeting Friday, May 22</p> <ul style="list-style-type: none"> • Certificate of Expenditure 2025 Central Library Services Program (CLSP) funds • Review/Acceptance signed 2026 CLSP Annual Expenditure Plan • Audit Report 	<p>Personnel & Planning Committee</p> <ul style="list-style-type: none"> • Review committee charge • Review Action Plan • Review & Recommend: Plan of Service • Review: Personnel Policies • Review: ED Job Description & Evaluation Process
<p>Audit Committee</p> <p>Review 2025 Audit for recommendation to the board</p>		

July	August	September
Board of Trustees Meeting Tuesday, July 14 <i>Followed by Board/Staff Luncheon</i>	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 Thursday, September 10 <ul style="list-style-type: none"> • State Aid for Library Construction Award Recommendations • Slate of Officers Introduced • Proposed meeting dates for 2027
Bylaws, Policy and Procedures Committee <ul style="list-style-type: none"> • Review proposed 2027 meeting dates • Review & Recommend: 2027 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 (if needed, meet before board meeting so a vote can occur) • Review: ED Evaluation
Committee Chair Check-in	Nominations & Elections Committee <ul style="list-style-type: none"> • Review & Recommend: Proposed slate for 2027 board officers 	
October	November	December
Annual Membership Meeting Friday, October 23 <ul style="list-style-type: none"> • Trustee Elections • Bylaw Amendments (if needed) 	Personnel & Planning Committee <ul style="list-style-type: none"> • Review: Action Plan • Review: ED evaluation process 	Board of Trustees Meeting Thursday, December 10 <ul style="list-style-type: none"> • Approval of the Budget and Salary Schedule • Approve Slate of Officers • Approval of the Capital Plan • Approval of Action Plan
Facilities Committee <ul style="list-style-type: none"> • Annual physical inspection of MHLS office building and auditorium • Review: Capital Plan 	Finance Committee <ul style="list-style-type: none"> • Review: Reserve Funds • Review & Recommend: Proposed 2027 budget 	Committee Chair Check-in
	Board Development Committee <ul style="list-style-type: none"> • Review: Annual Membership Meeting Evaluations • Debrief: Board Evaluation • Plan: Topics for MHLS Board Orientations • Review: 2027 Board-to-Board Memo 	