

# 2026 Meeting Calendar | MHLS Board & Board Committees

January	February	March
<b>Board of Trustees Meeting</b> <b>Saturday, January 31</b> (Snow date: February 7) <i>Followed by Luncheon and the Orientation for New Trustees session</i> <ul style="list-style-type: none"> <li>Oaths of Office for New Trustees</li> <li>Board Priorities</li> <li>Committee Rosters</li> <li>Annual review of Conflict of Interest Policy and Disclosure Form; Ethics Policy</li> <li>Newspaper of Record</li> <li>Bank Designation</li> </ul>	<b>Incentives Committee</b> <ul style="list-style-type: none"> <li>Review: committee charge</li> <li>State Aid for Library Construction Program Procedures</li> <li>Review: Mileage Equalization Grant Program</li> <li>Review: NYLA Conference Scholarship Grant Program</li> </ul>	<b>Board of Trustees Meeting</b> <b>Wednesday, March 18</b> <ul style="list-style-type: none"> <li>Review/Approval Variance Requests</li> <li>Review/Approval 2025 Annual Report</li> <li>State Aid for Library Construction Program Elements</li> </ul>
	<b>Bylaws, Policy and Procedures Committee</b> <ul style="list-style-type: none"> <li>Review committee charge</li> <li>Annual Bylaws review</li> <li>Annual Rules &amp; Procedures Review</li> </ul>	<b>Board Development Committee</b> <ul style="list-style-type: none"> <li>Review committee charge</li> <li>Annual Membership Meeting Planning</li> <li>Sexual Harassment Prevention Training Plan</li> <li>Board Self-Evaluation Plan</li> </ul>
		<b>Nominations &amp; Elections Committee</b> <ul style="list-style-type: none"> <li>Review: committee charge</li> <li>Review: Election Procedures Establish timeline, procedure and potential candidates for board officer nominations</li> </ul>
April	May	June
<b>Facilities Committee</b> <ul style="list-style-type: none"> <li>Review committee charge</li> <li>Review MHLS Capital Plan and Timeline</li> </ul>	<b>Board of Trustees Meeting</b> <b>Friday, May 22</b> <ul style="list-style-type: none"> <li>Certificate of Expenditure 2025 Central Library Services Program (CLSP) funds</li> <li>Review/Acceptance signed 2026 CLSP Annual Expenditure Plan</li> <li>Audit Report</li> </ul>	<b>Personnel &amp; Planning Committee</b> <ul style="list-style-type: none"> <li>Review committee charge</li> <li>Review Action Plan</li> <li>Review &amp; Recommend: Plan of Service</li> <li>Review: Personnel Policies</li> <li>Review: ED Job Description &amp; Evaluation Process</li> </ul>
<b>Audit Committee</b> Review 2025 Audit for recommendation to the board		

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