

**BOARD COMMITTEES and LIAISON POSITIONS  
COMMITTEE OBJECTIVES  
2006**

**EXECUTIVE COMMITTEE**

(Officers of the Board)

|                |   |                    |
|----------------|---|--------------------|
| President*     | - | Camilla von Bergen |
| Vice President | - | Jim Hoover         |
| Secretary      | - | Pat Miller         |
| Treasurer      | - | Marie Smith        |

**BUDGET COMMITTEE**

Marie Smith, Chair  
Kathleen Orth  
Jim Tuttle  
Margaret Feldman  
Roland Patterson

**INCENTIVES COMMITTEE\*\***

Peter Hoffman, Chair (Ulster)  
Pat Miller (Putnam)  
Janet Schnitzer (Columbia)  
Roland Patterson (Dutchess)  
Caroline Benton-Pfleger (Greene)

**BYLAWS, POLICY AND PROCEDURES  
COMMITTEE**

Margaret Feldman, Chair  
James Hoover  
Jennifer Lange  
Ron Oppen  
Steve Benson  
Caroline Benton-Pfleger

**PERSONNEL & PLANNING  
COMMITTEE**

Bill Conine, Chair  
James Hoover  
Margaret Feldman  
Steve Benson  
Marie Smith  
Kathleen Orth

**NOMINATIONS & ELECTIONS  
COMMITTEE**

Ron Oppen Chair  
Pat Miller  
Kathleen Orth

**TRUSTEE SERVICES\*\***

Jim Tuttle, Chair (Columbia)  
Bill Conine (Greene)  
Jennifer Lange (Ulster)  
Patricia Miller (Putnam)  
Roland Patterson (Dutchess)

\* The President "... shall serve ex-officio as a member of all committees except the Nominating Committee" (MHLS Bylaws)

\*\* Preferably at least one from each county

## **Committees of the Board and Committee Objectives 2006, p.2**

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### **BUDGET COMMITTEE**

Reviews the system budget for the forthcoming year, makes modifications to the current year, and monitors financial performance. Preferably one trustee from each county.

### **BYLAWS, POLICY AND PROCEDURES COMMITTEE**

Reviews the MHLS Bylaws and presents a report and recommendations at the Board of Trustees May meeting, following which the board may present its recommendations for amendments at the annual meeting.

### **EXECUTIVE COMMITTEE**

The elected officers and immediate past president, if still seated on the Board.

### **INCENTIVES COMMITTEE**

Responsible for the continuing review of the MHLS grants program. Presents its recommendations for the following year's grants program to the board prior to the review of the next year's budget.

### **NOMINATING AND ELECTIONS COMMITTEE**

Preferably three members with varying lengths of service. Presents, at the November meeting, a slate of officers for the following year's board of trustees. The slate is voted on at the December meeting.

The Chair of this committee will also prepare and conduct the election of trustees at the annual meeting.

### **PLANNING AND PERSONNEL COMMITTEE**

Works to prepare and review the System's formal long-range Plan of Service. Also sets goals for the System and monitors the progress being made by the System in connection with such plans and goals and, where necessary, seeing what adjustment in either plan or performance may be appropriate.

Reviews and makes recommendations regarding the executive director's job description and evaluation procedure, salaries, benefits, and other matters pertaining to staff and employment conditions. Reviews and negotiates the contract with the MHLS unit of the CSEA.

**TRUSTEE SERVICES COMMITTEE**

Oversees staff initiatives to support trustees of member libraries and the MHLS Board. Initiatives include the Trustee Newsletter (Across the Board), programs for a spring trustee luncheon and the MHLS Annual Meeting, board-to-board visits, MHLS clerical support for trustees, trustee workshops and training, board presidents' forum, and ongoing monitoring of trustee vacancies on library boards.