

**BOARD COMMITTEES AND
COMMITTEE OBJECTIVES
2008**

EXECUTIVE COMMITTEE

(Officers of the Board)

President*	-	Marie Smith
Vice President	-	William Conine
Secretary	-	Jennifer Lange
Treasurer	-	Frank Tuttle

AUDIT COMMITTEE

Peter Hoffmann, Chair
Frank Tuttle
Janet Schnitzer

FINANCE COMMITTEE **

Frank Tuttle, Chair
Martin Miller
Michael Minor
Roland Patterson
Caroline Benton-Profera

**BYLAWS, POLICY AND PROCEDURES
COMMITTEE**

Janet Schnitzer Chair
Geraldynn Demarest
Patricia Miller

**NOMINATIONS & ELECTIONS
COMMITTEE**

William Conine, Chair
Geraldynn Demarest
Patricia Miller
Michael Minor

INCENTIVES COMMITTEE**

Caroline Benton-Profera, Chair
John Bickford
Jean Ehnebuske
Jennifer Lange
Janet Schnitzer

**PERSONNEL & PLANNING
COMMITTEE**

Steve Benson, Chair
William Conine
Roland Patterson
Martin Miller

TRUSTEE SERVICES**

Jennifer Lange, Chair
Steve Benson
John Bickford
Geraldynn Demarest
Jean Ehnebuske

* 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

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AUDIT COMMITTEE

Reviews matters related to financial statements, the systems of internal controls and compliance, and the annual independent audit process, including the recommended engagement of and receiving of all reports from the auditors.

FINANCE 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.