

# Board Committees & Committee Objectives | Mid-Hudson Library System

## **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 & 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 & 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 & 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.