

ADAMS COUNTY PUBLIC LIBRARY

SECTION 1.300 – CALENDAR OF MEETINGS

Note: Monthly Board Meetings are held on the second Wednesday of each month at 5:30 p.m. The January meeting is held at the Manchester Library; then rotated alphabetically.

January – Manchester Library
 February – North Adams Library
 March – Peebles Library
 April – West Union Library
 May – Manchester Library
 June – North Adams Library

July – Peebles Library
 August – West Union Library
 September – Manchester Library
 October – North Adams Library
 November – Peebles Library
 December – West Union Library

Schedule of Meeting Activities	
January	September
Regular Meeting	Regular Meeting
-- Approve Annual Appropriation Resolution	-- Conduct Board Self-Evaluation
February	October
Regular Meeting	Regular Meeting
-- Review Long-Range Plan	-- Review Personnel Policies
March	-- Attend District Meeting
Regular Meeting	November
-- Review Bylaws	Regular Meeting
April	-- Evaluate Executive Director and Fiscal Officer
Regular Meeting	-- Set Holiday Schedule for Next Year
-- Review Annual Report	-- Appoint Committee for Nomination of Officers
May	December
Regular Meeting	Reorganization Meeting
-- Review Job Descriptions	-- Elect Officers
June	-- Set Board Meeting Dates
Regular Meeting	-- Appoint Standing Committees
-- Approve Proposed Budget for Next Year	-- Appoint Fiscal Officer & Deputy Fiscal Officer
July	Regular Meeting
Regular Meeting	-- Adopt Temporary Appropriation Resolution
-- Review Operation Policies	-- Adopt Staff Annual Wage and Salary Schedule
August	-- Approve Staff FTE Assignments
Regular Meeting	-- Adopt Needs List
-- Review Material Selection Policies	-- Set Salaries for Executive Director & Fiscal Officer