

SALS Board of Trustees

Annual Calendar of Key Board Tasks

MONTH	KEY BOARD TASKS & ACTION ITEMS
JANUARY	<ul style="list-style-type: none"> • Review Bylaws • Approve Following Year's JA Fees (After Approved at JA Council meeting in December) • Designate Newspaper or Radio Station (Audio Platform) of Record
FEBRUARY	<ul style="list-style-type: none"> • Approve Bylaw Revisions (if applicable)
MARCH	<ul style="list-style-type: none"> ○ Prior to Board Meeting: Executive Director sends SALS' Annual Report to trustees for their review at the March meeting. • Review/Approval of SALS Annual Report to the State • Approve SALS to Underwrite One Trustee Dinner at Annual Meeting • Approve SALS to Subsidize Ticket Cost for Annual Meeting • Notice of Vacancies & Requests for Nominations & Nominations Committee Meets • Officer Nominations to the Chair of the Nominations Committee • Complete Sexual Harassment Training (Due in April)
APRIL	<ul style="list-style-type: none"> ○ One Month Prior to the Annual Meeting: SALS staff send election notices to SALS' directors and trustees ○ Prior to Board Meeting: Personnel Committee Meets to Discuss Trustee of the Year Award ○ Prior to Board Meeting: Library Services Committee Meets to Discuss Library Program of the Year Award • Facilities Committee Meets Prior to Regular Meeting for Building Walk-through • Receive Independent Audit Report • Approve Signing of Management Representation Letter • Approve Board Trustee Nominations as Recommended by the Nominating Committee • Approve Trustee of the Year Award as Recommended by the Personnel Committee • Approve Program of the Year Award as Recommended by the Library Services Committee • Approve SALS Construction Challenge Grants as Recommended by the Facilities Committee (if applicable)
MAY	<ul style="list-style-type: none"> • Annual Membership Meeting • Election of New Trustees • President Appoints Officers Immediately Following Annual Meeting on Even Years
JUNE	<ul style="list-style-type: none"> • Introduce Newly Elected Trustees • Take Oaths of Office (File with the County within 30 days) • Sign Conflict of Interest Disclosure Forms • Sign Ethics Policy [New in 2026] • Approve Committee Assignments

MONTH	KEY BOARD TASKS & ACTION ITEMS
	<ul style="list-style-type: none"> • Elect Slate of Officers (first regular meeting after Annual Meeting per Bylaws) • Approve Location of Annual Meeting for Following Year • Approve SALS to apply for State Aid for Construction (if applicable) • Confirm Banking Institution(s) <p>NOTE: Orientation - Executive Director and New SALS Trustees</p>
JULY	<p>No Board Meeting</p> <p>NOTE: Executive Director begins budget process for upcoming year</p>
AUGUST	<p>No Board Meeting</p>
SEPTEMBER	<ul style="list-style-type: none"> ○ Prior to Board Meeting: Personnel Committee Meets ○ Prior to Board Meeting: Audit & Finance Committee Meets (Budget) ○ Prior to Board Meeting: Facilities Committee Meets to Review State Aid for Library Construction Program Applications <ul style="list-style-type: none"> • Set Following Year's Board Meeting Dates • Approve State Aid for Construction Applications as Recommended by the Facilities Committee • Approve JA Budget for Following Year
OCTOBER	<ul style="list-style-type: none"> • Review Proposed Budget as Recommended by the Audit & Finance Committee ✓ NOTE: Following meeting, the Executive Director sends out draft to members for input • Member Library Variances (if applicable) • Executive Director Evaluation • Board of Trustees Self-Evaluations
NOVEMBER	<ul style="list-style-type: none"> • Approve Proposed SALS Budget for Following Year • Approve Letter of Engagement from Auditing Firm • Review Current Year's Annual Meeting Survey Results Prior to Planning for Next Year's Meeting • Deadline for Trustee Proof of 2-hours Continuing Education (due November 30)
DECEMBER	<p>No Board Meeting</p> <p>✓ NOTE: Executive Director Sends SALS' Members JA Fees for Upcoming Year (Following the JA Fees Meeting)</p>