

GOVERNANCE CALENDAR

✚ Bylaws Review [every 2 years; even numbered fiscal years] (*per ARM § 10.102.1150B*)

✚ Policies Review [every 2 years; odd numbered fiscal years] (*per ARM § 10.102.1150B*)

JULY

Reports	<ul style="list-style-type: none">Accounting/Budget<ul style="list-style-type: none">FY Budget Adoption – ACTIONPathfinder FY Plan of Service (POS) Begins
New Business	<ul style="list-style-type: none">Welcome New Trustees (<i>if applicable</i>)Election of Officers (<i>per MCA § 22-1-308</i>) & Representatives (<i>per bylaws</i>)<ul style="list-style-type: none">Chair, Vice-Chair, Pathfinder Federation Advisory Board representative, Conrad Public Library Foundation representative, Friends of the Conrad Public Library representative – ACTIONComplete Board’s Annual Self-Evaluation Survey (results at training)Schedule the Board’s Annual Training and Library Tour (<i>& eval. results</i>)

OCTOBER

Upcoming Meeting(s)	<ul style="list-style-type: none">Pathfinder Federation Fall Membership Meeting (<i>mandatory for Director & Board Rep.</i>)
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NOVEMBER

Reports	<ul style="list-style-type: none">Pathfinder Federation<ul style="list-style-type: none">Fall Membership Meeting Report
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DECEMBER

New Business	<ul style="list-style-type: none">[Next Calendar Year’s] Holidays & Planned Closures – ACTION
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FEBRUARY

New Business	<ul style="list-style-type: none">National Library Week & Librarian Appreciation Day Preparations (<i>in April</i>)
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MARCH

Upcoming Meeting(s)	<ul style="list-style-type: none">Montana Library Association (MLA) Annual Conference (<i>in April</i>)
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GOVERNANCE CALENDAR

APRIL

Reports	<ul style="list-style-type: none">• Accounting/Budget<ul style="list-style-type: none">○ Pathfinder FY Plan of Service (POS) Finalized – ACTION
New Business	<ul style="list-style-type: none">• Trustee Terms Review and Recruitment (<i>if applicable</i>)• Re-appointment Paperwork Submitted to the City (<i>if applicable</i>)
Upcoming Meeting(s)	<ul style="list-style-type: none">• Pathfinder Federation Spring Membership Meeting (<i>mandatory for Director & Board Rep.</i>)

MAY

Reports	<ul style="list-style-type: none">• Pathfinder Federation<ul style="list-style-type: none">○ Spring Membership Meeting Report• Montana Library Association (MLA)<ul style="list-style-type: none">○ Annual Conference Report
Closed Session	<ul style="list-style-type: none">• Personnel<ul style="list-style-type: none">○ Director's Annual Performance Evaluation (<i>per ARM § 10.102.1150E</i>)

JUNE

Reports	<ul style="list-style-type: none">• Pathfinder Federation<ul style="list-style-type: none">○ Spring Membership Meeting Report
New Business	<ul style="list-style-type: none">• Outgoing Trustees Sendoff and Thanks (<i>if applicable</i>)
Future Business	<ul style="list-style-type: none">• Long-term Strategic Vision• [Next FY's] Annual Goals