

CROMAINE DISTRICT LIBRARY

BOARD OF TRUSTEES OPERATING PROCEDURE

Board Committees

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Purpose

The Board recognizes the value that committees have in facilitating the responsibilities of the board. Committees are able to review important issues, conduct in-depth research, consider alternatives and implications, and bring the best solution forward as a proposal to the full board.

Per Article VI of the Cromaine District Library Board of Trustees By-laws:

The board has established three standing committees: 1) Community Relations and Strategic Planning, 2) Finance and Property, and 3) Personnel. The board may establish additional committees as needed by revision of the board by-laws. The board may establish *ad hoc* committees for short-term investigation and projects without revision of the board by-laws. This procedure establishes the following additional detail and clarification about committees, consistent with Article VI of the board's by-laws.

Membership

Each committee consists of at least two (2), and no more than three (3), members of the Board and the Library Director. The Board President appoints the board members for all committees at the board organizational meeting each year. Each committee may appoint additional committee members from the Cromaine Library staff and from the residents of the library district. There may be up to two (2) members of the Cromaine staff on each committee (in addition to the Library Director). There also may be up to two (2) residents of the library district on each committee. Staff and resident members may join by request on a first come/first served basis. If a staff or resident member misses three consecutive meetings, he or she will no longer be considered a member of the committee and a new staff person or resident may take his or her place. No person, other than the Library Director, may be a member of more than two (2) committees. Note that by these rules, no committee has more than eight (8) members.

Chairperson

The Board President serves as Chair of Personnel and the Board Treasurer serves as Chair of Finance & Property. The Community Relations & Strategic Planning Committee elects a Chair no later than March 15. Each Chair works with the Library Director to develop a meeting agenda and each Chair ensures there are meeting minutes.

Meeting Schedule

Each committee meets regularly but not less than four (4) times each year.

Attendance

In the event that committee members are unable to attend a committee meeting, they should contact the Library Director or Committee Chairperson, who may attempt to reschedule the meeting. Committee meetings must have two Board members present.

Committee Functions

Each committee shall adopt a statement of purpose and scope to give direction to its efforts. The following are goals that the committees shall incorporate into their purpose.

Community Relations & Strategic Planning Committee

- Ensure a program of communication with the residents of the library district to keep them informed of the purpose and activities of the board and the services and programs of the library consistent with the mission and goals of the library.
- Gather input from the community regarding library services and programs.
- Assure regular evaluation of the marketing program to increase effectiveness in improving community awareness and measures of usage.
- Recommend and monitor policies for circulation of materials, use of the library, and community relations and communication, which include:
 - 1000s – Mission, Goals & Roles
 - 2000s – Circulation
 - 3000s – Collections & Information
 - 4000s – Community Relations & Operations

Finance & Property Committee

- Recommend an annual budget to the Board which supports the mission and goals of the Library.
- Recommend capital expenditures and designate purposes for reserve funds.
- Ensure that the library has adequate funding, and has procedural controls for the fiscally sound management of public funds and assets.
- Review the annual audit and assure the implementation of changes suggested for the improvement of operations.
- Assure the investment of the library's funds in financial instruments that meet the requirements of P.A. 20 of 1943, as amended.
- Recommend the basis for the operating millage submitted to the electors.
- Recommend and monitor financial policies, which include:
 - 6000s – Finance & Business

Personnel Committee

- Review current personnel practices and legislation to assure that the library's personnel procedures are within the law and support the mission and goals of the library.
- Recommend salary, benefits, and staffing levels within the budget and sufficient to maintain a high quality of library service.
- Recommend the appointment, removal, and compensation of the Library Director.
- Conduct the evaluation of the Library Director.
- Recommend operating procedures for recruitment of candidates for election to the Board of Trustees and for the members' orientation, training, and evaluation.
- Recommend and monitor policies and procedures for library personnel and Board operations, including:
 - 7000s – Personnel
 - 8000s – Internal Operations of the Board
 - 9000s – Unclassified Policies