

LOUTIT DISTRICT LIBRARY
COMMITTEES POLICY

1. Committees Established. The following Board committees are hereby established:
Buildings & Grounds, Finance, Personnel, Planning, and Policy.

2. Committee Responsibilities

a. Building & Grounds:

- (1) Review issues concerning the building structure, the adjacent grounds, and other real property, including significant repair and maintenance issues
- (2) Develop and review annually a five-year building maintenance and equipment replacement plan

b. Finance:

- (1) Review the Director's proposed budget for the next fiscal year
- (2) Review the independent auditor's financial report for the completed fiscal Year
- (3) Review revisions of the Five Year Financial Plan
- (4) Review currently-authorized depositories (banks and credit unions) and recommend additions or deletions
- (5) Review issues having a significant impact on financial operations

c. Personnel:

- (1) Review the Director's proposed changes to the Staffing Plan
- (2) Review the Director's proposed changes to staff wages, benefits, and hours
- (3) Review the Director's proposed job descriptions for new positions
- (4) Prepare each year the "Performance Appraisal of Library Director" forms for trustees to complete
- (5) Tabulate each year the trustees completed "Performance Appraisal of the Library Director" forms
- (6) Review the Director's proposed goals for the next fiscal year
- (7) Review proposed changes to current Personnel Policies and proposed new

Personnel Policies in coordination with the Policy Committee

d. Planning:

- (1) Review proposed Board goals for the next fiscal year
- (2) Evaluate achievement of Board goals at the end of the fiscal year
- (3) Review the Strategic Plan

e. Policy:

- 1) Review proposed changes to current Library policies
- (2) Review proposed new Library policies

3. Membership and Voting.

- a. The President shall appoint trustees as committee members and committee chairs with the approval of the Board. (Bylaws, Art. VI, Sec. 1.)
- b. The President may appoint district residents (non-trustees) and Library staff members recommended by the Director as committee members.
- c. Each year after the Board elects officers, the President shall submit proposed committee appointments to the Board for approval. The President may consider each trustee's preferences for serving on committees.
- d. The President and the Director shall be ex-officio members of all committees.
- e. The Director shall maintain a roster of committee members.
- f. All appointed and ex-officio committee members may vote on motions at committee meetings.

4. Meetings/Agendas/Minutes.

- a. The Director and committee chair shall consult to set a meeting date, time, and location.
- b. The Director and committee chair shall consult to prepare the meeting agenda.
- b. The Director shall send the agenda with item information to members and to trustees not on the committee four (4) days prior to the meeting.
- c. The Director shall post a meeting notice in accordance with the Open Meetings Act.
- d. The chair or a staff member shall prepare minutes of the meeting. If a staff member

prepares the minutes, the Director shall submit draft minutes to the chair for review prior to distributing the minutes to committee members and non-member trustees. When the chair has approved the draft minutes, the Director shall distribute the minutes to committee members and non-member trustees.

5. Committee Procedures.

- a. The Board (at a Board meeting), an individual trustee, or the Director may refer an item to a Committee for review.
- b. At a committee meeting, the committee shall review the agenda items. If an item does not require Board action, the committee may provide direction to the Director. If an item requires Board action, the committee shall make a recommendation to the Board in the form of a motion.
- c. The Director shall maintain a list of items currently before the committee for review or action.
- d. The chair shall establish completion dates for items before the committee.

6. Committee Recommendations to the Board. The Director shall be responsible for placing committee recommendations on a Board meeting agenda and for including supporting materials in the trustee packet for that Board meeting.

Originally adopted: January 12, 2010
Revised: November 1, 2011
March 7, 2017