

GUIDELINES FOR COMMITTEES
OF THE
EAST BONNER COUNTY FREE LIBRARY DISTRICT
BOARD OF TRUSTEES

I. THE ROLE OF COMMITTEES:

Committees exist for the purpose of providing information to the Board of Trustees and/or the library administration. Implementation of the Board's policies and directives is the responsibility of the district's administration and staff unless trustees, by a majority vote, assign responsibility to someone else.

II. COMPOSITION OF COMMITTEES:

Membership is generally composed of two trustees, two administration representatives, and two staff representatives. Committee membership may be extended, in an advisory capacity, to any individual with relevant subject matter expertise not already represented within the committee. Such individuals shall be appointed by the Board Chairperson and approved by a majority vote of the trustees.

III. OFFICERS AND DUTIES OF OFFICERS:

Committee members shall elect a chairperson and a secretary. The chairperson shall call all meetings of the committee and serve as a facilitator. The secretary shall keep a written record of meetings that shall be presented to the Board of Trustees and to each committee member.

IV. MEETINGS:

The chairperson shall call a meeting, scheduling it in consultation with the Library Director or his/her designee, and may assign the task of notification to the secretary or to any other member of the committee. All members shall receive at least twenty-four (24) hours advance notice of a meeting. Even greater advance notice is desirable and encouraged. No member of a committee may be excluded from a meeting.

V. MISSION STATEMENTS:

FACILITIES COMMITTEE

The mission of the Facilities Committee is to gather and study information and make recommendations to the Board of Trustees on the facility needs of the Library District, both present and future, including the district's investment in library branches.

FINANCE / AUDIT COMMITTEE

The mission of the Finance/Audit Committee is to recommend the means of securing stable funding for library operations and strategic goals, to recommend the annual budget to the trustees and to oversee the audit of the Library District's financial records.

STRATEGIC PLAN REVIEW COMMITTEE

The mission of the Strategic Plan Review Committee is to periodically review the Library District's Strategic Plan and to recommend changes as needed.

PERSONNEL COMMITTEE

The mission of the Personnel Committee is to study personnel matters, and make recommendations, as directed by the Board of Trustees, or requested by the Library Director.

POLICY REVIEW COMMITTEE

The mission of the Policy Review Committee is to regularly review the policies of the East Bonner County Library District and make recommendations to the library Board of Trustees regarding proposed additions and/or revisions.

TECHNOLOGY COMMITTEE

The mission of the Technology Committee is to investigate emerging technologies and to determine the potential impact of these technologies on the Library District and library services.

Adopted 10-10-00

Amended 04-09-12

Revised & Approved 09-11-2023

Revised & Approved 04-08-2024

**East Bonner County Free Library District
Board of Trustees**