

## **JMRL BOARD COMMITTEES**

### **2. COMMITTEE CHARGES**

#### **Budget/Finance Committee**

Article IV, Section 1

#### **5-Year Plan Committee**

1. Advise the Library Board and Library Director on development of the long range planning process.
2. Promote involvement in the planning process from all constituencies
3. Create an environment friendly to development of long-range vision; provide input to long-range vision.
4. Review and revise long-range vision and plans; advocate vision and plans to Library Board.
5. Catalyze public support for long-range vision and plans.
6. Ensure that the Library Board and the public deal with planning at appropriate level or detail.

#### **Personnel Committee**

Article IV, Section 2

#### **Policy Committee**

1. Review the Policy and Procedures Manual to be sure it is in compliance with State and Federal Laws.
2. Review the Policy and Procedures Manual to keep it in compliance with updated American Library Association recommendations.
3. Advise the JMRL Board of Trustees when changes need to be made in the Policy and Procedures Manual.
4. Draft new policies and policy changes when requested to do so by the JMRL Board of Trustees and/or the Director of the Library
5. Review all proposed policies from other JMRL Board Committees.
6. Keep the Policy and Procedures Manual up-to-date with policy changes and new policies voted on by the JMRL Board of Trustees.
7. Responsible for the Table of Contents and the Index of the Policy and Procedures Manual. This can be done by a member of the Library staff.

#### **Technology Committee**

Promote technological vision; ensure that operational decisions regarding technology are delegated.

## JMRL BOARD COMMITTEES

### 3. POLICY OF STAFF REPRESENTATION TO THE JMRL BOARD OF TRUSTEES

1. All staff shall be encouraged to attend Library Board meetings as observers.
2. The staff shall elect one individual and one alternate to serve as Library Board Reporter to the JMRL staff.
  - a. Duties and Responsibilities:
    - Attend all regular monthly Library Board meetings (the Library Director shall inform the reporter of discussions of all called meetings)
    - Report a summary of the Library Board's meeting to staff in a timely manner.
    - The alternate shall serve in the absence of the Library Board Reporter.
  - b. Qualifications:
    - The Library Board Reporter shall have been employed by JMRL for at least one year.
  - c. Term of Office:
    - The Library Board Reporter and alternate will serve two-year terms beginning July 1st.
  - d. Election
    - The Library Director shall appoint a staff member to coordinate the election.
    - A memo shall be sent to all staff to solicit volunteers and/or nominations.
    - If there is more than one volunteer/nominee, a ballot shall be developed and distributed to all JMRL employees.
    - The candidate with the highest number of votes shall serve as Library Board Reporter. The candidate with the second highest number of votes shall serve as alternate.
3. The staff shall be represented to the Library Board of Trustees through participation on the various Board committees.
  - a. Duties and Responsibilities:
    - The Staff Committee Member(s) shall be a non-voting member(s) who shall participate fully in the committee's discussion and deliberation of issues. • It shall be the Staff Committee Member's responsibility to represent the JMRL staff and to determine staff opinion on issues relevant to the committee.
    - Staff Committee Members shall attend all meetings of assigned committee and may attend Library Board meetings or may be requested to do so by the committee chairman.
  - b. Qualifications:
    - The Staff Committee Member shall have been employed by JMRL for at least one year.
  - c. Term of Office:
    - The Staff Committee Member shall serve for two years. Election/Appointment of Staff Committee
  - d. Election/Appointment of Staff Committee Members to Library Board Committees

## **JMRL BOARD COMMITTEES**

- The Library Director shall provide all Library staff with a brief description of the mission of each committee.
  - The Library Director shall call for volunteers among the staff to serve on each Library Board Committee.
  - All Library Board Committees will have at least one Staff Representative.
  - In the event that there are more than two volunteers for any committee, the Library Director may appoint a staff member to coordinate an election or request that the Library Board extend staff membership beyond two members.
    - a ballot shall be developed and distributed to all JMRL employees
    - the two candidates with the highest number of votes shall serve as the Staff Committee Members of that specific committee
  - This process shall take place at the time the Library Board elects its officers or in the event of a staff vacancy and/or the inception of a new Library Board Committee.
4. The Jefferson-Madison Regional Library Board of Trustees will support the organization of a Staff Association.
5. In order to ensure adequate public service while at the same time encouraging participation of all staff, it is recommended that:
- Library staff representatives shall attend committee meetings on library time and shall receive compensatory time for attendance on personal time.
  - Library staff shall be reimbursed for mileage in accordance with JMRL policy.
  - All library staff shall have the opportunity to participate equitably.
    - Library Board Committees shall consider scheduling meetings when possible at various branches.
    - Teamwork among departments/branches shall be strongly encouraged to facilitate sharing of responsibility for public service. This shall be achieved by a rotation of staff to branches in time of need.