

## **J-MRL Board Committees**

### **3. Staff Representation to the J-MRL Board of Trustees**

#### **a. Policy of Staff Representation**

- I. All staff shall be encouraged to attend Library Board meetings as observers.
- II. The staff shall elect one individual and one alternate to serve as Library Board Reporter to the J-MRL staff.

##### 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.

##### Qualifications:

- The Library Board Reporter shall have been employed by J-MRL for at least one year.

##### Term of Office:

- The Library Board Reporter and alternate will serve two-year terms beginning July 1<sup>st</sup>.

##### 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 J-MRL 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.

10/08

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- III. The staff shall be represented to the Library Board of Trustees through participation on the various Board committees.

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 J-MRL 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.

Qualifications:

- The Staff Committee Member shall have been employed by J-MRL for at least one year.

Term of Office:

- The Staff Committee Member shall serve for two years.

Election/Appointment of Staff Committee Members to Library 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 J-MRL 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.

- IV. The Jefferson-Madison Regional Library Board of Trustees will support the organization of a Staff Association.

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J-MRL Policy: Section 1.23

V. 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 J-MRL 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.

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