

Delta County Public Library District

STANDING COMMITTEES POLICY

The Delta County Public Library District's (DCPLD) Board of Trustees (BOT) has established several Standing Committees. The Chairperson of each Standing Committee shall make regular reports to the BOT.

A committee is a DCPLD BOT committee only if its existence and authorization comes from the BOT, regardless of whether Library Board members sit on the committee. The only authorized Board Standing Committees are those which are set forth in this policy and these will continue in existence until this policy is modified to delete their authorization.

The DCPLD BOT may also authorize Special Committees for special limited purposes, and serve only until completion of the assignment.

Committee Restrictions

Board committees have one essential role —to strengthen and support the work of the DCPLD BOT as a whole. Committees do not make decisions. They provide topical recommendations to aid the full board in making decisions. Board committees are not to interfere with delegation from the BOT to the Library Director, or from the Library Director to Library staff.

Accordingly:

1. BOT committees act as focus groups that concentrate on necessary information and background to bring a recommendation to the board.
2. Board committees most commonly assist the BOT by undertaking activities not delegated to the Library Director, by preparing policy alternatives and implications for BOT deliberation, or by performing specific monitoring functions. Board committees will normally not have direct involvement with current staff operations.
3. Board committees may not speak or act for the BOT except when formally given such authority for specific and/or time-limited purposes.
4. This policy applies to any group formed by BOT action, whether or not it is called a committee and regardless of whether the group includes BOT members. It does not apply to committees formed under the authority of the Library Director.
5. Meetings that include 3 or more Trustees shall be considered public meetings with appropriate notice to the public being required prior to the meeting. Additional requirements for these meetings are noted in the By-laws to ensure compliance with Colorado Open Meeting Laws.

BOT Standing Committees

The authorized DCPLD BOT Standing Committees are:

1. Finance Committee
2. Personnel Committee
3. Executive Committee

BOT Standing Committees Responsibilities

The Finance Committee provides assurance that the Library is in compliance with pertinent laws and regulations relating to accounting and financial matters; is operating in accordance with sound business practices; is conducting its affairs ethically; maintains effective controls against employee conflict of interest, errors and fraud; and provides accurate and complete financial disclosure. The Finance Committee is responsible for monitoring the Library finances, making monthly reports to the BOT detailing the Library financial situation and reporting budget deviations to the BOT. The Finance Committee reviews and modifies the proposed Library Budget that is developed by the Library Director or designated staff members. The Committee presents the recommended budget to the BOT for final review and approval. The BOT Treasurer is the chair of the Finance Committee.

The Personnel Committee may assist in researching personnel policies and reviewing existing policies for revision as directed by the BOT. The Personnel Committee may assist the director in evaluating salaries and benefits as requested by the BOT. The Personnel Committee is also responsible for performing the Library Director's evaluation using a method developed by the BOT. In the event of the need to hire a new Library Director, the Personnel Committee members will be members of the Director Search Committee in addition to other personnel appointed by the BOT. The Vice President of the BOT is the chair of the Personnel Committee.

Executive Committee is responsible for reviewing, developing, recommending, and modifying all policies and handbooks for the Library. Other committees will be requested to be active participants in reviews and modifications of policies that are related to their function. Each library policy will be reviewed at least once every 3 years to ensure it is still valid, needed and current. The Committee is also responsible for reviewing the By-laws and recommending modifications as needed. The Executive Committee is also responsible for advising local, county, state and national government on issues of interest to the Library. The Committee is also responsible for monitoring and reporting legislative changes that affect the Library to the BOT. On a monthly basis the committee sets Board agendas with the District Director and reviews topics for discussion with the District Director. The President of the BOT and the Vice President of the BOT comprise the Executive Committee.

BOT Standing Committee Membership

Each Committee member shall be appointed annually by the BOT. After the yearly BOT Officer election the newly elected President will make committee assignment recommendations with final approval by the BOT. Two Trustees will be appointed to serve on each committee with one designated as the Committee Chair. If three or more Trustees are appointed to a committee, all meetings of that committee fall under the Colorado Open Meeting law which requires prior public notice and minutes. Committee members can be selected from outside the BOT to provide needed or desired expertise and experience. The Library Director will serve as a non-voting ex-officio member of each committee.

A Committee member may be removed by the BOT at any time when at least 5 Trustees vote to remove the member. When a vacancy occurs on any Committee, the President of the DCPLD BOT will name a replacement as soon as possible. All Committee assignments will be documented in the BOT minutes.

Policy Approval

The Delta County Public Library District Standing Committees Policy was adopted and approved by the DCPLD Board of Trustees on__July 9__2008. Policy was revised January ___ 2009.

President

Secretary