

## **2022 Elting Memorial Library Board Committee Descriptions**

### **Executive Committee** (*standing committee*)

- Is “comprised of the Officers of the Board to act on behalf of the Board when an emergency decision must be made.” (Elting Bylaws)
- Meets quarterly to plan agendas, discuss Board issues and set Board goals.

### **Policy and Bylaws Committee** (*standing committee*)

- Works with Director to write new policies, other than those that are explicitly covered by other committees, as needed.
- Reviews current policies every 5 years and updates as needed.
- Reviews the Library Bylaws and presents a report and recommendations for amendments at the Board of Trustees October meeting, following which the board may present its recommendations at the Annual Meeting.
- Ensures that policies published on the Elting website are up-to-date.

### **Facilities Committee** (*standing committee*)

- Provides oversight for the maintenance and management of Elting facilities and grounds, including facility infrastructure, such as IT systems.
- Develops and monitors a Facilities Plan which anticipates short and long-term capital improvements and major repairs.
- Conducts a semi-annual inspection of the facility and grounds and makes recommendations to the Director for repairs and maintenance.

### **Personnel Committee** (*standing committee*)

- Reviews and makes recommendations regarding the Director's job description, evaluation procedure, salary and benefits.
- Works with the Director to develop policies for board approval that relate to salaries, retirement benefits and health insurance—including benefits for employees on Medicare.
- Reviews the Employee's Handbook annually and makes recommendations for changes and updates.

**Nominating and Elections Committee** *(standing committee)*

- at the December meeting, presents a slate of officers for the following year's Board of Trustees. The officers are elected at the January meeting.
- recruits community members to fill vacant board seats with the goal of making the Board representative of the community served by the Library.
- conducts the election of trustees at the Annual Meeting.

**Long Range Planning Committee** *(standing committee)*

- consists of representatives of the Board, staff and community.
- prepares the Library's Long-Range Plan of Service consistent with Elting's vision, mission and values, including but not limited to social justice, equity, diversity, and inclusion.
- annually monitors the progress being made by the Library in connection with goals set forth in the Plan and, where necessary, makes appropriate adjustments in the Plan.

**Finance Committee** *(standing committee)*

- chaired by the Board Treasurer.
- works with the Director to prepare the budget for the forthcoming fiscal year.
- monitors implementation of the budget through monthly and quarterly reports submitted by the Director.
- develops and reviews all policies relating to financial matters, and updates them when necessary.

**Development Committee** *(standing committee)*

- raises funds to support Library services and operations and to augment Library savings.
- manages fundraising events such as appeals, events, book sales and legacy giving programs.

**Communication Committee** (*standing committee*)

- assists as needed in the writing and editing of public access materials such as the 990 narrative and the Annual Report to the Community.
- publishes a bi-annual donor newsletter.
- performs a final review and edit of all Board documents such as policies, appeals, formal letters and the Long-Range Plan of Service.

**Volunteer Committee** (*standing committee*)

- hosts annual Volunteer Appreciation Event
- works with Library Director to recruit volunteers for Library functions
- explores ways to recognize individual volunteers throughout the year.

**Library Fair Committee** (*standing committee*)

- consists of members of the staff, Board and New Paltz community
- plans, staffs and manages the annual Library Fair.

**Building Renovation and Capital Campaign Committee** *(Ad Hoc Committee)*

- evaluates the building design to determine if the project can be phased or if some of the objectives can be achieved through re-purposing of our current building space.
- conducts a feasibility study, with the help of a consultant, to determine if campaign will succeed and to identify potential donors
- develops a plan for executing a capital campaign, perhaps using a consultant
- explores what grants might be available for library construction

**JEDI Committee** *(Ad Hoc Committee)*

- explores ways to achieve the goals of Justice, Equity, Diversity and Inclusion (JEDI) set forth in Section 1 of the Long Range Plan of Service.
- consists of the Library Director and representatives of the community as well as members of the Board