

Library Board Committees Policy

Policy Statement

The Board of Trustees establishes standing and ad hoc committees to effectively conduct the business of the board.

Regulations

1. The library board president shall annually appoint members to the board’s standing committees in January, except for the nominating committee which is appointed in September, or as needed at other times when determined by the board.
 - A. Director’s Evaluation Committee – Every other year, this committee will poll the board of trustees and selected staff members regarding the library director’s performance. The committee chair will consolidate responses, prepare the final report, review the report with the library director and submit a copy to the full library board.
 - B. Finance Committee – The Finance Committee will meet to review investments and other financial matters related to library operation. The committee will present a budget to the full library board at the July board meeting and will meet with the library’s auditors prior to the audit presentation to the full board.
 - C. Nominating Committee – The Nominating Committee will present a slate of library board officers to the full board at the December meeting.
2. Policy review committee – As needed, the Policy Review Committee will develop and recommend bylaw amendments, personnel and public service policies for board consideration. When proposed amendments are presented to the Board for consideration and adoption, the Committee shall provide both a marked up and a final version of the policy or guideline, so that the Board can see the changes which were made to the existing policy or guideline. Changes to policies shall be presented for initial reading and approval, but shall not take effect until after a second reading and approval.
3. The library board president may periodically create special committees such as building, strategic planning, board recruitment or special events. These committees will end when the specific task is accomplished.

Approved: March 10, 2008; March 14, 2011; August 13, 2012, October 11, 2021
 Rochester Hills Public Library Board of Trustees