

Stillwater

Public Library

Committee Charter Form

Committee: Executive

Adopted by board: January 14, 2020

Revised: February 8, 2022; March 14, 2023

This standing committee is comprised of the three officers of the Board and the Library Director as an ex officio member. Officers of the Board serve on the committee, and the current Board President shall be the chair. The chair is designated to set meetings, prepare agendas, and present the associated report at the board meeting. Another committee member may serve as the secretary. The secretary is designated to take minutes at the meeting and draft cover sheet text. There are no term limits to committee membership other than the limits of an individual trustee's term on the Board.

Purpose

Its overall purpose is to provide organizational oversight and to assist with Board development, education, and governance.

Major duties include:

- Negotiate labor contract with the local bargaining unit;
- Sign contracts or take other actions with approval from the full Board;
- Meet with the Library Director to discuss results of annual performance review;
- Ensure that the Board is establishing and maintaining good governance practices through awareness of and assistance with board/committee/task force work;
- Assist in planning Board development topics;
- Provide guidance for maintaining foundation documents related to the Board, including:
 - bylaws
 - trustee profile/job description; and,
- Develop procedure by which trustees are appointed/reappointed and assist in the orientation of new trustees, ensuring the orientation manual is updated as needed.

The committee has authority to bring options forward, make recommendations for Board action, and, in certain circumstances, act on behalf of the Board when the Board has authorized such action. The Library Director and staff provide input and feedback to help inform appropriate decisions.

Committee reports are made to the full Board, preferably in writing.

The committee meets as needed and decisions shall be made by consensus or majority vote, if necessary.