

Stillwater

Public Library

Committee Charter Form

Committee: Facilities

Adopted by board: January 14, 2020

Revised: February 8, 2022; March 14, 2023

This standing committee is comprised of up to four Board trustees and the Library Director as an ex officio member. The trustees are appointed by the Board President. The committee chair rotates among the appointed trustees every six months. The chair and term dates are recorded in the committee minutes. The chair is designated to set meetings, prepare agendas, and present the associated report at the board meeting. A secretary is designated to take minutes at committee meetings and prepare 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 address building/facility issues and needs as they arise.

Major duties include:

- Assist the Library Director in developing maintenance, repair, and remodeling plans;
- In conjunction with staff and Library Director input, analyze and assist with interior and exterior space planning;
- Address safety and security issues;
- Approve expenditures when directed by the full Board; and,
- Assist Library Director in the development of the annual and five year capital budget plan.

The committee has authority to bring options forward and make recommendations to the full Board. Staff and the Library Director 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.