

# Stillwater

## Public Library

### **Committee Charter Form**

#### Committee: Facilities

Adopted by board: January 14, 2020

This standing committee is comprised of three 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 three Board trustees every six months. 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:

- Assisting the Library Director in developing maintenance, repair, and remodeling plans;
- In conjunction with staff and Library Director input, analyze and assist with collection/materials location plans as needed;
- 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 orally or in writing.

The committee meets as needed and decisions shall be made by majority vote of all members present.