

Stillwater

Public Library

Committee Charter Form

Committee: Board Governance

Adopted by board: January 14, 2020

Revised: February 8, 2022

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 and secretary are selected annually by its members. The chair is designated to set meetings, prepare agendas, and present the associated report at the board meeting. The secretary is designated to take notes at committee meetings 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 recommendations on board governance policies, practices, and procedures.

Major duties include:

- Provide guidance for maintaining foundation documents related to the board, including
 - bylaws
 - trustee profile/job description
 - orientation process for new trustees
- Document the procedure by which trustees are appointed/reappointed
 - Provide guidance to the ad hoc committee interview committee
 - Develop a standard list of interview questions
 - Determine which library documents are presented to applicants before an interview
- Assist in the orientation of new trustees
- Recommend opportunities for board development
- Assist in conducting evaluations of the board (pending recommendation from Board Self-Evaluation Task Force)

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.