

DRAFT CHARGES TO LIBRARY BOARD COMMITTEES

General Provisions Relating to Committees

The chairperson of the Board will appoint the chairs of all committees from among the membership of the full Board. Any Board member may volunteer to serve as a member of any committee, regardless of the number of committees to which the person may have already been assigned. The chairperson of the Board will be an ex-officio member of all Board committees. Committee chairs may invite both Board members and other individuals to participate in committee activities, either as full committee members or in other capacities, as appropriate. Committee chairs who wish to appoint individuals who are not Board members should submit their names for approval to the Board chairperson. Before any committee makes any kind of public statement, the committee chairperson should consult with the Board chairperson or report such planned action to the full board, whichever is more appropriate.

The Chief of Library Services will assign a staff liaison to each committee. This person will be invited to all committee meetings, will arrange for necessary clerical support, including notices and documentation of meetings, and will act as professional resource to the committee.

All committees are sub-units of the full Board, and as such do not themselves make decisions binding on either the Board or the Office of Library and Information Services (OLIS). Their primary roles are to gather information, consult with and advise the Chief of Library Services, and make recommendations for action to the full Board. Since Board committees do not themselves make binding decisions, their meetings are not subject to the Open Public Meetings Law; however, committees should not discourage public attendance at their meetings.

Specific areas of responsibility for each standing committee of the Board are outlined below.

Committee on Legislation

Review and make recommendations to the full Board concerning pending legislative items relating to library service issues. Review and recommend adoptions of new or revised administrative rules proposed by OLIS. Recommend action in other legislative areas as appropriate.

Periodically review and recommend any needed changes in Board By-Laws.

Committee on Planning and Budget

Develop, in conjunction with the Chief of Library Services, a strategy for long-range planning for library development throughout the state, and recommend action to implement the strategy. Review and recommend resulting plans and implementation strategies.

Advise Chief of Library Services concerning priorities for annual state and federal budget proposals. Review such proposals and recommend approval by the full Board prior to submission of budget requests to Governor and Federal agencies.

Committee on Services to Blind and Physically Handicapped Persons

Review all aspects of current and planned library services to blind and physically handicapped persons and make recommendations to full Board for needed changes. Participate in discussions with staff of OLIS and members of the client community, the general public, and other agencies serving the client community as appropriate.

Committee on Public Relations

Prepare guidelines for public relations materials and activities to be conducted on behalf of the Board. Act as contact person between public information media and the Board. In conjunction with the Chief of Library Services, review and make recommendations to the full Board concerning public relations issues needing Board attention or action.

Committee on Appeals

Review and make recommendations to the full Board on action needed in response to appeals from decisions of the Chief of Library Services.