

MVLS Policy Attachment

Section 1: Board Governance

Title: Committee Charges

Committees of the Board

Executive Committee: The Executive Committee exists solely as a mechanism for implementing the will of the board in a timely manner on occasions when it is impossible or inconvenient for the full board to meet. The Executive Committee has no regular meeting schedule and no recurring duties. The composition and powers of the committee are listed in the MVLS By-Laws.

Nominating Committee: The Nominating Committee identifies and recruits potential future MVLS trustees, proposes candidates to fill expiring trustee terms and proposes a slate of candidates to serve as board officers. The committee is generally convened early in the calendar year in preparation for the May MVLS Annual Meeting, where trustees are elected; and the subsequent reorganizational meeting of the board, where officers are elected.

Committees of the Corporation

Audit & Finance: The Audit & Finance Committee assists with budget development, financial oversight and the annual external audit. The committee typically meets in the fall to analyze system financial trends and to set parameters for the development of the subsequent annual system budget. The committee may also meet as needed to look at financial policies & procedures

Personnel: The Personnel Committee advises both the director and the board on matters concerning system personnel. Most commonly this includes the development/elimination of specific positions. The Personnel Committee has no regular meeting schedule.

Building & Equipment: The Building and Equipment Committee advises both the board and director on matters concerning the system's real property. The committee ordinarily meets each spring for a building inspection and discusses any needed capital improvements or major repairs. The committee will also meet as needed to discuss major building maintenance or renovation projects.

Library Services/Planning & Development: The Library Services Committee provides a forum for direct communication between member library directors and MVLS trustees and staff concerning MVLS services to members. The committee is active in developing the

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mission and plan of service, and provides input into awarding some system competitive grants, including construction grants. The committee meets on an as-needed basis.

Awards Committee: The Awards Committee coordinates the process for determining the winners of the awards that are given at the MVLS Annual Meeting. The committee typically meets early in the year to begin the process, and then meets after the application deadline and before the Annual Meeting to select award winners.

Communications: The Communications Committee advises the board, director and staff on communications and advocacy initiatives and activities. The committee will meet a minimum of 2x per year.

Approved: 10/15/2015

Revised: 10/19/2017