

Administrative Policy 145

**General Committee Rules and Committee Descriptions**

Adopted: December 12, 2014

Revised: February 16, 2018

A. General rules for SLDL Board Committees

1. Committees shall have specific duties.
2. Minutes shall be recorded for each committee meeting with recommendations to the Board in the form of a motion. Minutes shall be presented to the Board with the next board packet.
3. The Library Director shall be an ex officio member of each committee.
4. Committee members shall be appointed by the President of the Library Board.
5. Committees shall develop policy for implementation by staff.

B. SLDL Finance Committee

1. Purpose: Oversee development of a fiscally responsible budget that takes into account changes in library goals and needs as well as a long-range financial plan for the Library.
2. Duties:
  - Develop and review financial and investment policies as needed.
  - Develop a long-range financial plan for the library.
  - Meet with the Library Director in July to review the budget preparation to be given to the Board in August.
  - Meet with the auditor and the Library Director after the audit is completed to receive the auditor's report. The chair of the committee will then present the audit to the Board.

C. SLDL Personnel Committee

1. Purpose: Review and recommend personnel policies and address personnel issues presented to the committee.
2. Duties:
  - Review personnel policies as needed.
  - Review and update job descriptions periodically.
  - Review and recommend annual salary increases and bonuses.