

FLLS Board of Trustees – Standing Committees

1. Each trustee must sign up for at least one committee.
2. Each committee will decide who will be the chair and when it will meet. Committee meetings can be held in person, by e-mail, phone, or online.
3. Committees make recommendations to the full board for action. Unless specifically assigned a responsibility, committee decisions do not bind the organization.

Finance Committee (min 3 people)

The Finance Committee provides financial oversight to the library system. Duties include auditing of claims, review of financial procedures and policies, review of the budget and annual audit, review of the system's internal controls, financial records and reports, and recommending long-range financial planning and projections.

Personnel/Board Development Committee (min 3 people)

The Personnel component of the committee addresses personnel issues, including the appointment, titles and salaries of system staff. This committee also selects the Executive Director position of the system and conducts the performance evaluation of the Executive Director. Board Development duties include trustee education (including workshops, conferences and webinars) and board evaluation.

Policy Committee (min 3 people)

Policies are the rules and principles that guide the operation and the use of the public library system. The Policy Committee works with the Executive Director and key staff of FLLS in policy development and revision.

Plan of Service Committee (min 3 people)

Every public library system in New York is required to have a written, five-year, long range plan of service. The Plan of Service committee helps our system prepare for the future; our plan should answer questions such as what does our community need, who should be involved, how will it be done, what resources are available, and how our success is measured. Does not meet until summer.

Nominating Committee (min 2 people)

The Nominating Committee helps seek out and encourage qualified candidates who can complement board strengths or fill a gap in the current board's expertise. Trustee nominations are typically sought in the summer and fall for election at the Annual Meeting in October.