



CALEDONIA LIBRARY ASSOCIATION  
3108 Main Street • Caledonia, NY 14423 • 585.538.4512 • [caledonialibrary.org](http://caledonialibrary.org)

## Board Committees

Committees play an important part in the library's governance structure by focusing on critical aspects of the organization and reporting their findings and recommendations to the Board as a whole.

By allowing a subset of the Board to research, analyze, and recommend action on important issues, the Board can ensure that it is giving the appropriate time and attention to all the meaningful topics it must consider and effectively manage its workload.

**Committees serve only in an advisory capacity by making recommendations to the Board as a whole in a formal Board meeting. Committees exist to advise the Board on policy issues; not to oversee the management of the organization.**

### Recommended Committees:

#### **Budget & Finance Committee:**

- Oversees the library's fiscal well-being.
- Prepares the draft annual budget with the Director
- Participates in the monthly claims audit process.

#### **Personnel Committee:**

- Reviews personnel policies, as needed
- Performs the initial annual evaluation of the Director
- Considers any personnel issues brought to them by the Director
- Manages the selection process of a new Library Director when necessary.

#### **Building and Grounds Committee:**

- Partner with the Library Director to ensure the good stewardship of the library's infrastructure.
- Oversight role to ensure preventative maintenance measures are observed.
- Consulting on the renovation or expansion of the Library facility.

#### **Policy Committee:**

- Work with the Library Director in an ongoing effort to keep the library's policies up to date through regular review and development.
- Recommend new policies relevant to community needs when appropriate.



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### **Strategic Planning Committee:**

- Assumes responsibility for ensuring the library's continued viability as an essential community institution by working with the Library Director, staff, and the community to critically evaluate the Library's role in the community and recommend goals and objectives to continue the Library's mission.
  - Our current strategic/long range plan is active from 2024-2029.

### **Fundraising Committee:**

- Plan and execute fundraising activities for special projects/events, etc.
- This is not a recommended committee from the Trustee Handbook.

Recommendations from a committee should be made in a written report that is included in the board packet. Committee reports, whether written or verbal, should be a routine section of the Board meeting agenda.

Information comes from the 2023 edition of the Handbook for Library Trustees:  
<https://nyslibrary.libguides.com/Handbook-Library-Trustees/board-organization>