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Date: April 2016
To: RCPL Board of Trustees
From: Jessica Olson, Library Board Chair
Re: RCPL Committee Appointments

RCPL Board Committees for 2016

Building:

- Unassigned – Chair
- Unassigned – Vice-Chair

Finance:

- Unassigned – Chair
- Unassigned – Vice-Chair

Policy:

- Unassigned – Chair
- Unassigned – Vice-Chair

Recommendation: All new board members would attend an orientation session for each of the Board Committees. The session could be included in a regularly scheduling meeting. All board members are invited to attend the committee orientations. The session would be a review of the committee tasks listed below.

Board Committee Tasks and Responsibilities

Building Committee

- Monitors activities related to construction and purchase or sale of property
- Provides recommendations to increase the efficiency of building and grounds management. *Annual review of utility costs prior to adoption of city budget. Annual review of grounds in midsummer.*
- Develops a strategic property plan and supporting budget. *Annual review prior to adoption of city budget.*

Finance Committee (*Budget cycle procedure*)

- Oversees development of the RCPL annual budget and strategic budget
- Ensures adequate tracking, monitoring and accountability of funds
- Develops and proposes fiscal policies
- Oversees and reviews monthly financial statements

Policy Committee

- Ensures effective board procedures, structures, roles and responsibilities (*board bylaws*)
- Manages the nominating process for prospective board members (*filling vacancies procedure*)
- Assists Director with new board member orientation (*as noted in this document and scheduled tour with Director*)
- Provides a slate of officers to the board of trustees (*nomination procedure to be drafted*)
- Ensures Board of Directors update and sign the *RCPL Conflict of Interest Form* at each annual meeting
- Develops, implements and monitors adherence to board policies (*operational policies, union contract and non-union employee guidelines*)
- Updates bylaws as appropriate
- Works with Director to maintain effective policies and procedures
- Ensures development and implementation of a strategic plan
- Ensures the board's work is in accordance with its strategic plan
- Conducts an annual board self-assessment prior to every annual meeting and presents results at the annual meeting
- Facilitates the performance review of the Director, including review and revision of Director position description and performance review tools
- Meets monthly or as needed to review and recommend operational and employee policies to the board



EQUAL OPPORTUNITY EMPLOYER