

Winooski Memorial Library Committee Charter

The Library Committee hereby agrees to work with the Library Director and City Management to ensure that the Winooski Memorial Library enriches lives, builds community, and fosters success by bringing people, information and ideas together.

1. The Library Committee

- A. The Library Committee will serve as representatives of all the residents of Winooski.
- B. The Library Committee will consist of five members appointed by the City Council to serve staggered three-year terms.
- C. The Library Committee will provide City Management and the City Council with a list of skills needed by the Library Committee to aid City Council as they select and appoint new Library Committee members.
- D. The Library Committee will have a Chair, Vice-Chair, and Secretary elected annually by the Library Committee. Their responsibilities will be defined in Library Committee bylaws.
- E. The Library Committee will operate in accordance with all applicable State laws and City guidelines for commissions, boards, and committees.

2. Library Director and Personnel

- A. In consultation with the Library Committee, and in accordance with City policy, City Management (defined as the City Manager and/or the Community Services Director) will be responsible for hiring, evaluating, and dismissing the Library Director.
- B. The Library Committee will be responsible for creating, adopting and changing the job description for the Library Director as needed, in collaboration with City Management and in accordance with City policy.
- C. The Library Committee will consult with the Library Director and City Management when library staff positions are created, eliminated or modified.
- D. The Library Director may consult the Library Committee to obtain feedback for staff evaluations.
- E. The Library Committee and the Library Director will comply with the City's personnel policies.
- F. The Library Director, or a designee, will be included in all Community Services Department staff meetings and other pertinent meetings as appropriate.

3. Long Range Planning

- A. The Library Committee will create a strategic plan for the Library, in collaboration with the Library Director and City Management. The plan will guide library operations and resource requests and allocations.
- B. The Library Committee and the Library Director will review the plan annually. They will evaluate accomplishments and make revisions as needed.

4. Financial management

- A. The Library Committee will advocate for adequate funding levels for Library operations and maintain an understanding of the Library's financial situation. The City Council sets the municipal Library budget to be presented for approval by voters annually.



- B. The Library Committee will have the authority to spend non-General Fund dollars (fundraising, donations, etc.) raised within the same fiscal year; however requests for use of "reserve" funds, defined as residual revenues from previous fiscal years, must be approved by City Council.
- C. Any Library fundraising or donations will supplement rather than supplant operational expenses and cannot be used for any other City purposes.
- D. All incomes and expenditures shall be managed and processed according to City fiscal policies and procedures.

5. Setting Library policy

- A. The Library Committee will work with the Library Director to set policies that are in the best interests of the residents of Winooski and ensure effective and efficient library operation.

6. Promoting Library Use

- A. The Library Committee will be responsible for being advocates in the community for a library that meets current and future needs of the community.
- B. The Library Committee members will use and support Library services.

7. Creating Policies, Procedures and Bylaws of the Library Committee

- A. The Library Committee will create and regularly review its bylaws. Bylaws will be reviewed at least every three years.
- B. The Library Committee will create and regularly review library policies. The Library Director may also consult with the Committee about procedures. Policies and procedures will be reviewed on an ongoing basis following an established schedule.

8. The Library Committee will collaborate and cooperate with other City departments and community organizations.

- A. The Library Committee, Library Director, and City Management will consult with each other before taking action on library matters such as building modifications, major new programs, or technology infrastructure.
- B. City Management will keep the Library Committee and the Library Director apprised of matters that might affect the Library and its personnel (such as building access, parking, and building systems i.e., HVAC, lighting). City Management will consider the Library Committee's and the Library Director's views prior to taking action on such matters.
- C. The Library Committee will meet with the Community Services Director quarterly.
- D. The Library Committee will have a designated liaison to the Safe, Healthy, Connected People Commission and who will meet with the Commission at least once each year.
- E. The Library Committee will work with the Friends of the Winooski Memorial Library group, as appropriate.
- F. The Library Committee and the Library Director will present the annual report of the Library to the City Council, in conjunction with the Community Services Commission's annual report.

