**Pollard Memorial Library Trustee Committee Assignments**

***Excerpt from the bylaws - ARTICLE V Committees***

*Section 1 Standing Committees:*

*Standing Committees of one or more members shall be established. Each member of the Board of Trustees shall be required to serve on at least one standing committee. The Standing Committees shall be as follows:*

**Nominating/Personnel (Duties)** \*Denotes chair

* Nominate officers for election at the annual meeting
* Support the Director in personnel decisions
* Participate in selection process of Director and Asst. Director

Committee:

**\*** Katy Aronoff

Linda Kilbride

Donna Richards

**Art (Duties)** \*Denotes chair

* Keep updated lists of objects of art
* Review artwork in need of repair/restoration
* Recommend pieces for repairs/restoration

Committee:

**\*** Amy Watson

Linda Kilbride

Donna Richards

**Governance/Policy (Duties)** \*Denotes chair

* Review and revise Strategic Plan every 5 years or as otherwise needed
* Review and revise By-Laws as needed
* Review and revise current policies as needed
* Advise on new policies presented by the Director
* Advocate for needed items/programs/services

Committee:

**\*** Suzanne Frechette

Judith Davison

Syed K. Hasan

Anne Mulhern

Muriel Parseghian

**Security/Building and Grounds (Duties)** \*Denotes chair

* Review security needs
* Review condition of buildings and grounds
* Recommend/advocate for necessary repairs/security measures

Committee:

**\*** Anne Mulhern

Suzanne Frechette

Helen Littlefield

Amy Watson

**Outreach (Duties)** \*Denotes chair

* At least one member will serve as Liaison on PML Foundation Board
* At least one member will serve as Liaison on Friends of PML Board
* Create/maintain relationship(s) with community stakeholders
* Maintain relationship with library staff through an annual meeting

Committee:

**\*** Donna Richards (PML Foundation)

Katy Aronoff

Judith Davidson

Helen Littlefield (Friends of the PML)

Muriel Parseghian

***Excerpt from the bylaws - ARTICLE V Committees***

*Section 2 Ad Hoc Committees:*

*The Chair shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.*

**Pollard Memorial Library Trustee Strategic Plan Committee Assignments**

Teams are in place (subcommittees) devoted to tackling the major goals of the Strategic Plan.

* **SPOT Team** *[lead, ~~Sean Thibodeau~~] TRUSTEE: Donna Richards*

GOAL: Provides general oversight of all teams.

* **Welcome** - *[lead, Victoria Woodley, co-lead Bridget Cooley] TRUSTEE: S.Hasan/A. Mulhern*

GOAL: Evaluate the building for issues related to various groups - limited sight, non-English speakers, mobility issues, etc. and visit 8-10 other buildings to evaluate their welcome factor.

* **Outreach** - *[lead, Molly Hancock, co-lead Falicia Lerow]*  *TRUSTEE: S. Frechette/M. Parseghian*

GOAL: Identify unserved communities and neighborhoods, benchmark other libraries' home delivery services and create a master calendar of possible events for the Library to consider attending/participating

* **Advocacy** - *[lead, ~~Sean Thibodeau~~, co-lead(s) Belinda Juran/Donna Richards]  TRUSTEE: D. Richards/K. Aronoff*

GOAL: Develop training module for new trustees and stakeholders - create a yearly communication strategy calendar

* **Culture** - *[lead, Liz Manning, co-lead Doug Cooper]* *TRUSTEE: A. Watson/J. Davidson*

GOAL: Research customer service standards and organizational culture, highlighting best practices and suggestions for implementation starting in FY2023

* **Engage** - *[lead, Dory Lewis, co-lead Alison Zaya]* *TRUSTEE: H. Littlefield/J. Davidson*

GOAL: Review and revise the current collection development policy with requirements for certain genres and create a mechanism for community input for additions to the connection.

Trustee Committees

adopted: 2/9/21

revised: 10/6/21

revised: 3/\_/22