



## FY2025 Committee Assignments

<b>Advocacy</b> <i>1<sup>st</sup> Wednesday 3:00 pm as needed</i>	<b>Delivery and Facilities</b> <i>1<sup>st</sup> Thursday 4:00 pm as needed</i>
Ryan Johnson, Chair	Karen Bounds, Chair
Frank Buckingham	Kim Dykstra
Matt Greider	Emily Pickell
Kristi Lear	Josh Short
Emily Pickell	Michael Treece
(Ellen Popit/Staff Liaison)	(Colleen Dettenmeier/Staff Liaison)
<b>Budget &amp; Finance</b> <i>2<sup>nd</sup> Monday 4:00 pm</i>	<b>Personnel</b> <i>2<sup>nd</sup> Wednesday 3:00 pm as needed</i>
Sarah Hill, Chair	Kristy Walker, Chair
Ann Chandler	Loretta Broomfield
Ryan Johnson	Frank Buckingham
Kristi Lear	Kim Dykstra
Michael Treece	Matt Greider
(Rhonda Johnisee/Staff Liaison)	(Jill Trevino/Staff Liaison)
<b>Executive</b> <i>2<sup>nd</sup> Tuesday 4:00 pm</i>	<b>Policy and Membership</b> <i>1<sup>st</sup> Monday 4:00 pm</i>
Karen Bounds, Chair	Linda McDonnell, Chair
Sarah Hill	Loretta Broomfield
Ryan Johnson	Ann Chandler
Linda McDonnell	Josh Short
Kristy Walker	Kristy Walker
(Leslie Bednar/Staff Liaison)	(Ellen Popit/Staff Liaison)

<b>Ethics Commission</b>	<b>Freedom of Information Act (FOIA) Officer</b>	<b>Open Meetings Act (OMA) Officer</b>
Matt Greider (2-year term, expires August 2026)	Josh Short	Matt Greider
Kristi Lear		
Emily Pickell (2-year term, expires August 2026)		

Committees regularly scheduled day and time may change and will be determined by each committee.



# IHLS Board Committee Charges

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## Background

We share this information regarding committee charges to help people better understand the roles and responsibilities of IHLS Board committees. All committee charges can be found in our Bylaws, with the exception of the Advocacy and Education Committee charge. We updated that charge in 2018, but we did not include it in the Bylaws review during FY2024. When that committee holds its first FY2025 meeting, we suggest they consider the committee's role in IHLS and whether the description below should be adjusted during this year's bylaws review.

## IHLS Bylaws Section 10. Committees

The President of the Board of Directors shall appoint committees. Membership on standing committees is limited to members of the Board of Directors; excluding the Nominating Committee which is made up of members only. Membership on committees shall be not less than three. Members of the Board of Directors are limited to membership on two standing committees, excluding the Executive Committee. Terms on committees are for one year, or until such time as new appointments are made.

All IHLS Board committees are advisory only except the Executive Committee and the Nominating Committee. Advisory committees do not have the authority to make binding recommendations or determinations or to take any other substantive action.

### Executive Committee:

The elected officers of the Board of Directors plus one other Board member shall constitute the Executive Committee. A majority of the Executive Committee may authorize payment of bills in the event a meeting cannot be held. The duties of the committee shall be:

- a. To conduct business between regularly scheduled meetings of the Board of Directors
- b. To provide for the annual evaluation of the Executive Director
- c. To review the Bylaws of the System annually

Standing Committees (other than Nominating Committee for the Board of Directors):

### Finance Committee:

- a. The Treasurer shall be the chairperson of this committee
- b. To monitor System revenue and expenditures and report significant variances to the Board of Directors\*
- c. To review expenditures over \$2,500.00 that are not included in the approved budget
- d. To review monthly projections of cash balances that are provided by the Finance Director
- e. To review and provide guidance to the Board of Directors on policies or recommendations having potential financial implications

- f. To review annual audit findings
- g. To expect the Finance Director to brief the committee on upcoming known issues that will skew the financials in some significant manner
- h. To review and recommend the Pay Grade Assignments appropriately based upon information from the Executive Director.

\*The committee would not generally expect to be involved in financial matters that are within the parameters of an established budget, other than as a monitor function. Certainly, establishment of policies that impact finances, anything that would suggest the need to expend contingency funds or move funds, is within the realm of Committee purview. It would be our desire to review planned changes before taking them to the Board when changes from the budget are proposed (even if the overall budget for the line will remain unaffected). For example, when creating a new position not initially funded or deciding to add/eliminate a capital project, the Committee would expect to review and comment on such a change to the Board.

**Delivery and Facilities Committee:**

- a. To review the property needs of the System
- b. To review that system property fits into the System strategic plan
- c. To review property leases and purchases
- d. To review delivery policies

**Personnel Committee:**

- a. To review position descriptions and staffing requirements of the System
- b. To review and make recommendations to the board regarding Personnel Handbook of the System

**Policy and Membership Committee:**

- a. To review and make recommendations to the board regarding the service policies of the System
- b. To review progress in fulfilling the System Operational Plan
- c. To review continued membership eligibility of libraries that are members of the System

**Nominating Committee for Officers of the Board:**

- a. To develop a slate of officer candidates from the Directors serving on the board at the beginning of the fiscal year
- b. Each candidate shall be contacted about their willingness to serve as an officer
- c. The Slate of Officers shall be voted on at the July meeting of the Board Ad Hoc Committees

**Ad Hoc Committees:**

- a. The President may appoint Ad Hoc committees as needed. Members of Ad Hoc committees may also include other personnel associated with the System, but who are not members of the Board of Directors.
- b. Ad Hoc committees must include members of the Board, and no library associated with the System can have more than one member on an Ad Hoc committee.

**Advocacy & Education Committee:**

The IHLS Advocacy and Education Committee is an ad hoc committee comprised of board members and staff. Their focus is increasing awareness of IHLS services for member libraries and potential members, supporting member libraries in pursuing their own advocacy efforts and encouraging community support through education and new funding opportunities.

- a. Understand:  
To understand why the community no longer places value and importance on libraries and the services they provide to communities. Including the trend toward schools reducing the number of trained librarians on staff.
- b. Educate:  
Educate member libraries, school administrators, citizens, community groups, legislators (local, state and national), corporate leaders and other potential funding contributors about the mission, goals and services of IHLS.
- c. Advocate:  
Promote and "market" our value to the same audiences to influence opinion and decisions that might effect our ability to fulfill our mission, goals and offer services.
- d. Build relationships:  
Build, maintain and develop strong relationships with member library staffs, library boards, school administrators, school boards, community groups, corporate leaders, legislators and other potential funding contributors.
- e. Empower Board Members & IHLS Staff:  
Provide board members and staff with tools to help their advocacy and education efforts in their own communities. Effectively communicate how as a team they are making a difference. Then provide comprehensive and simple content for them to share in order to cultivate understanding and pride.
- f. Models:  
Develop education, advocacy and relationship building models that can be shared with member libraries so they can create a library supportive culture within their own communities.