



Buildings and Grounds Committee

Adopted January 2020

Revised March 2023, September 2024

Committee Purpose:

The Executive Library Director, with the support of the Board of Trustees, provides for the long- and short-term maintenance of the Library buildings and grounds. This Committee works under the direction of the Executive Library Director and Board of Trustees to support the oversight and implementation of maintenance, repair, and capital improvements necessary to ensure the long-term viability of the Library buildings and grounds, while also providing 21st century functionality.

Committee Chair Responsibilities:

- Set meeting dates and times and work with the Executive Library Director to set agenda items;
- Delegate tasks, list and track action items to ensure completion;
- Report status updates monthly to the Executive Director and Board of Trustees.
- Weekly check in with AD/ED on maintenance needs.

Member Responsibilities:

- Attend meetings and make suggestions, including recommendations, to the ED/AD, who sets priorities relating to the maintenance and upkeep of the property;
- Members should expect to provide hands-on assistance with maintenance needs regularly and attend semi-annual volunteer days.
- Provide expertise and recommendations to Executive Director for contractors, services, and products;
- Assists with maintenance items as their skills allow.

Scope:

Level: Advise and Recommend

In sum, the Buildings and Grounds Committee conducts periodic inspections of the building and grounds and makes recommendations to the Executive Director concerning the following:

- Routine maintenance, repairs, and alterations;
- Replacement or addition of building and grounds equipment;
- Capital improvement and repair projects;
- Anticipated and/or extraordinary expenses, necessary to be included in the Library's annual budget.