

**ROLLING MEADOWS LIBRARY
BOARD/STAFF COMMITTEES
2009/2010**

<u>COMMITTEE</u>	<u>BOARD MEMBERSHIP</u>	<u>STAFF MEMBERSHIP</u>	<u>PURPOSE</u>
<i>BYLAWS</i>	Marsha Kremer (Chair) Eunice Semple	David Ruff Mary Constance Back Jennifer Collette Lucia Khipple Mary Sebela	1. Periodically review and update Library bylaws. 2. Gather, review and update Board policies for inclusion in a Board Policy Manual.
<i>DEVELOPMENT</i>	Donna Pauly (Chair) Dick Wright	David Ruff Mary Constance Back Lucia Khipple Joyce Schweda Mary Sebela	1. Evaluate Board. 2. Evaluate Executive Director. 3. Design Board and Staff continuing education. 4. Set Board meeting dates.
<i>NOMINATING (Development Subcommittee)</i>	Eunice Semple (Chair) Donna Pauly	No staff members	5. 1. Oversee process for nominating and electing Board officers.
<i>FINANCE</i>	Mary Hart (Chair) Peg Webb	David Ruff Jennifer Collette Lucia Khipple	1. Audit monthly expenses. 2. Develop and monitor implementation of annual budget. 3. Oversee annual audit.
<i>PERSONNEL</i>	Eunice Semple (Chair) Marsha Kremer	David Ruff Mary Constance Back Jennifer Collette Pat Gottschlich Lucia Khipple Joyce Schweda	1. Develop, review and update Personnel Policy Manual. 2. Review personnel matters brought up by Executive Director.
<i>PLANNING</i>	Jean Threadgill (Chair) Larry Konn Rubin Sanchez Peg Webb	David Ruff Mary Constance Back Jennifer Collette Pat Graf Lucia Khipple Roy Minnich Sharon Montague Steve Rossi	1. Monitor and annually update Strategic Plan. 2. Develop, monitor and annually update Capital Improvement Plan. 3. Review and monitor marketing plans and activities. 4. As needed, deal with building and grounds issues.

Revised 10/2/2009