

**ROLLING MEADOWS LIBRARY
BOARD / STAFF COMMITTEES
2014 / 2015**

<u>COMMITTEE</u>	<u>BOARD MEMBERSHIP</u>	<u>STAFF MEMBERSHIP</u>	<u>PURPOSE</u>
<i>BYLAWS</i>	Marsha Kremer (Chair) Eunice Semple	David Ruff Jennifer Collette Lucia Khipple Mary Sebel	1. Periodically review and update Library bylaws. 2. Gather, review and update Board policies for inclusion in a Board Policy Manual.
<i>DEVELOPMENT</i>	Suzanne Horn (Chair) Marsha Kremer Dick Wright	David Ruff Mary Constance Back Lucia Khipple Mary Sebel	1. Evaluate Board. 2. Evaluate Executive Director. 3. Design Board and Staff continuing education.
<i>Nominating</i> (Development Subcommittee)	Eunice Semple (Chair)	No staff members	1. Oversee process for nominating and electing Board Officers.
<i>FINANCE</i>	Peg Webb (Chair) Jess Arroyo Mary Erturk	David Ruff Jennifer Collette Lucia Khipple	1. Audit monthly expenses. 2. Develop and monitor implementation of annual budget. 3. Oversee annual audit.
<i>HERITAGE</i>	Dick Wright (Chair) Marsha Kremer Eunice Semple	David Ruff Sharon Montague Steve Rossi Mary Sebel	1. Oversee recording of notable events to continuously update library's history. 2. Set & implement guidelines for honoring volunteers.
<i>PERSONNEL</i>	Eunice Semple (Chair) Don Cavi Suzanne Horn	David Ruff Mary Constance Back Jennifer Collette Pat Gottschlich Lucia Khipple	1. Develop, review and update Personnel Policy Manual. 2. Review personnel matters brought up by Executive Director.
<i>PLANNING</i>	Jean Threadgill (Chair) Don Cavi Peg Webb	David Ruff Mary Constance Back Jennifer Collette Sabri Kecici Lucia Khipple Sharon Montague Steve Rossi Rubin Sanchez	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.