

# **BOARD COMMITTEES AND COMMITTEE OBJECTIVES 2019**

## **2019 EXECUTIVE COMMITTEE**

(Officers of the Board & Past President or Board Member)

President*	Mark Wilson
Vice President	Ric Swierat
Secretary	Michele Ment
Treasurer	Barry Ramage
Board Member	Lisa Baker Brill

### **AUDIT**

Robert Culp, Chair (P)  
Stuart Auchincloss (U)  
Mary Linda Todd (G) –t/b/confirmed  
Rebekkah Smith Aldrich (Staff Liaison)  
Linda Vittone (Staff Liaison)

### **INCENTIVES \*\***

Richard Swierat, Chair (D)  
Stuart Auchincloss (U)  
Sharon Davis (C)  
Priscilla Goldfarb (P)  
Mary Linda Todd (G)  
Rebekkah Smith Aldrich (Staff Liaison)  
Casey Conlin (Staff Liaison)

### **BYLAWS, POLICY AND PROCEDURES**

Debra Klein, Chair (G)  
Michele Ment (P)  
Janet Schnitzer (C)  
Rebekkah Smith Aldrich (Staff Liaison)  
Linda Vittone (Staff Liaison)

### **NOMINATIONS & ELECTIONS**

Lisa Baker Brill, Chair (G)  
Debra Klein (G)  
Michele Ment (P)  
Rebekkah Smith Aldrich (Staff Liaison)

### **FACILITIES**

Lynne Ridgeway, Chair (U)  
Robert Culp (P)  
Rajene Hardeman (D)  
Rebekkah Smith Aldrich (Staff Liaison)  
Chris Herron (Staff Liaison)

### **PERSONNEL & PLANNING**

Richard Swierat, Chair (D)  
Stuart Auchincloss (U)  
Robert Culp (P)  
Barry Ramage (D)  
Mary Linda Todd (G)  
Rebekkah Smith Aldrich (Staff Liaison)  
Linda Vittone (Staff Liaison)

### **FINANCE \*\***

Barry Ramage, Chair (P)  
Kenneth Goldberg (U)  
Lynne Ridgeway (U)  
Richard Swierat (D)  
Rebekkah Smith Aldrich (Staff Liaison)  
Linda Vittone (Staff Liaison)

### **TRUSTEE SERVICES \*\***

Kenneth Goldberg, Chair (U)  
Lisa Baker Brill (G)  
Sharon Davis (C)  
Priscilla Goldfarb (P)  
Rajene Hardeman (D)  
Janet Schnitzer (C)  
Rebekkah Smith Aldrich (Staff Liaison)

\*The President "...shall serve ex-officio as a member of all committees except the Nominating Committee" (MHLS Bylaws)

\*\* Preferably at least one from each county

## **Committees of the Board and Committee Objectives 2019**

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### **AUDIT COMMITTEE**

Reviews matters related to financial statements, the systems of internal controls and compliance, and the annual independent audit process, including the recommended engagement of and receiving of all reports from the auditors.

### **FINANCE COMMITTEE**

Reviews the system budget for the forthcoming year, makes modifications to the current year, and monitors financial performance. Preferably one trustee from each county.

### **BYLAWS, POLICY AND PROCEDURES COMMITTEE**

Reviews the MHLS Bylaws and presents a report and recommendations at the Board of Trustees May meeting, following which the board may present its recommendations for amendments at the annual meeting. Reviews and recommends MHLS policies and procedures other than those that are explicitly covered by other committees.

### **EXECUTIVE COMMITTEE**

The elected officers and immediate past president, if still seated on the Board.

### **FACILITIES COMMITTEE**

Provides oversight for the maintenance and management of MHLS facilities and grounds, including facility infrastructure, such as communication and I.T. systems. Meets at least twice a year, including an annual physical inspection and review of the MHLS facilities.

### **INCENTIVES COMMITTEE**

Responsible for the continuing review of the MHLS grants program. Presents its recommendations for the following year's grants program to the board prior to the review of the next year's budget.

### **NOMINATING AND ELECTIONS COMMITTEE**

Preferably three members with varying lengths of service. Presents, at the November meeting, a slate of officers for the following year's board of trustees. The slate is voted on at the December meeting. The Chair of this committee will also prepare and conduct the election of trustees at the annual meeting.

### **PERSONNEL AND PLANNING COMMITTEE**

Works to prepare and review the System's formal long-range Plan of Service. Also sets goals for the System and monitors the progress being made by the System in connection with such plans and goals and, where necessary, seeing what adjustment in either plan or performance may be appropriate. Reviews and makes recommendations regarding the executive director's job description and evaluation procedure, salaries, benefits, and other matters pertaining to staff and employment conditions. Reviews and negotiates the contract with the MHLS unit of the CSEA.

### **TRUSTEE SERVICES COMMITTEE**

The Trustee Services Committee reviews and oversees the orientation of MHLS Trustees, as well as staff initiatives that support trustees of member library boards and the MHLS Board. Those initiatives include the MHLS Annual Membership Meeting and trustee workshops. With staff support, the committee also encourages, models and evaluates the advocacy of the MHLS Board and its outreach to member library boards. The committee is preferably comprised of a representative from each county.