



Buildings and Grounds Committee

Adopted 01/28/2020

Revised 03/28/2023, 09/24/2024, 10/28/2025

Committee Purpose:

The Executive Library Director and the Assistant Director (“ED/AD”), with the support of the Board of Trustees, provide for the long- and short-term maintenance of the Library buildings and grounds. This Committee works under the direction of the ED/AD and the 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’s facilities, while also providing 21st century functionality.

Committee Chair Responsibilities:

- Set meeting dates and times and work with the ED/AD to establish agenda items.
- Delegate tasks, list, and track action items to ensure completion.
- Report status updates monthly to the ED/AD and the Board of Trustees.
- Conduct weekly check-ins with the AD/ED on maintenance needs.
- Provide oversight of the Library Park Project and lead the Board of Trustees-created ad-hoc Working Group, which meets as needed to handle the execution details of project planning and construction.
- Inform the Executive Committee monthly on project progress and prepare materials for Board of Trustees feedback, suggestions, or approval votes as needed.

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 ED/AD 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 ED/AD 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.