

Committees

The Board Chair shall determine the members of each committee with the exception of the Director's committee. Each committee shall meet and elect a committee Chair. All committees will report and make recommendation to the PPLCS Board at the August Board meeting.

Finance

The Finance Committee shall be made up of a Chair and at least four other members as voted on by the Administrative Board. The Finance Committee meets as deemed necessary. The Chair and members of the Finance Committee are voted on by the entire Board prior to the Annual Meeting.

Responsibilities

- Reports to PPLCS Board Chair
- Reviews and makes recommendations to the PPLCS Board on financial policies and procedures
- Reviews and makes recommendations to the PPLCS Board on quarterly revisions and the annual budget
- Reviews and makes recommendations to the PPLCS Board on emergency or special budgetary requests
- Assists in insuring that proper accounting controls are in place and operating
- Handles tasks as assigned by PPLCS Board Chair

Planning, Policies, and Procedures

The Planning, Policies and Procedures Committee shall be made up of a Chair, Directors from each member county and one other Board member appointed by the PPLCS Board Chair. The Planning, Policies and Procedures Committee meets as deemed necessary.

Responsibilities

- Reviews and makes recommendations to the PPLCS Board on annual plans as compiled by the PPLCS Administrator
- Reviews and makes recommendations to the PPLCS Board on policies and procedures that affect in-common administration and library services
- Based on draft presented by the PPLCS Administrator, write in-common policies and procedures
- Reviews and makes recommendations to the PPLCS Board on the Long Range Plan
- Handle tasks as assigned by PPLCS Board Chair

Personnel

The Personnel Committee shall include a Chair and at least one member from each member library. The Personnel Committee reports to PPLCS Board Chair

Responsibilities

- Reviews the development of personnel policies for PPLCS staff
- Reviews the annual performance evaluation of the Administrator as prepared by the Board Chair and reports to the Board
- Addresses any special personnel concerns referred to the Committee
- Reviews and makes recommendations to the PPLCS Board on Personnel Policies
- Reviews and makes recommendations to the PPLCS Board on personnel grievances
- Review reports from PPLCS staff regarding the gross misconduct of the Administrator
- Sets positions and salary structure
- Makes recommendations to Board for new hires
- Handles tasks as assigned by the PPLCS Chair

Directors

The Director's Committee shall be composed of the library director from each of the member counties, or acting director. The PPLCS board Chair and the PPLCS Administrator will serve as ex-officio (non-voting) members. The Chair shall rotate alphabetically between the four county library directors (using first letters of each county). The Chair will serve a one (1) year term.

Responsibilities

- Share expertise
- Coordinate in-common activities that will maximize use of resources, materials and personnel in the provision of library services.
- The committee will meet monthly

Ad Hoc

Executive

The Executive Committee shall be composed of the Chair, the Immediate Past Chair, the Vice-Chair, and the Chairs of all other committees. The Executive Committee shall meet as deemed necessary.

Responsibilities

- Plan the agenda of board meetings: It is the responsibility of the Executive Committee to communicate before board meetings with the Administrative Office to develop the agenda.
- Serve as a communication link with other members of the board.

Nominating

The Nominating Committee shall include a Chair and three other board members. The Administrative Board Chair appoints the Nominating Committee. The Nominating Committee shall make its recommendations to the full Board in time for a Board vote to occur at the September Board meeting. The officers shall be installed at the Annual Meeting in October.

Responsibilities

- Annually presents a slate of Board officers for the coming year.

Technology

Responsibilities

Contract

Responsibilities