



Buildings and Grounds Committee

Revised January 2020

Committee Purpose:

The Library Director, with the support of the Board of Trustees, provides for the long and short term maintenance of the Library buildings and grounds. This Committee shall work under the direction of the Library Director and 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 buildings and grounds, while also providing 21st century functionality.

Committee Chair Responsibilities:

- Sets meeting dates and times and works with the Library Director to set agenda items
- Delegate tasks, lists and tracks action items to ensure completion
- Reports status updates monthly to Library Director and Board of Trustees

Member Responsibilities:

- Attend meetings and make suggestions including recommendations to the Library Director who sets priorities relating to the maintenance and upkeep of the property
- Provide expertise and recommendations to Library Director for contractors, services, and products
- Members are asked to assist with maintenance items as skills allow

Scope and Role of Committee:

Level: Advise and Recommend

The Buildings and Grounds Committee conducts periodic inspections of the building and grounds and makes recommendations to the Library Director concerning the following:

- Routine maintenance, repairs and alterations
- Replacement or addition of building equipment
- Capital improvement and repair projects
- Anticipated and/or extraordinary expenses, necessary to be included in the annual budget