

Library Building Renovation and Expansion Committee

The purpose of this Committee is to:

- Monitor and review all Library capital construction, renovation, and repair projects and provide options and recommendations to the Library Board (hereafter Board) on such projects until completed.

Additional Responsibilities:

- Advise the Library's hired professional designers, engineers, and construction firms in consultation with the Board and Township staff.
- Report on progress, outcomes, next steps, and new tasks that need to be done.
- Obtain input from the community and key township leaders for the purpose of discussing the project and seeking community recommendations.
- The library director is also expected to provide options and recommendations for board consideration.

Authority:

- The Committee may speak on behalf of the Library and Board.
- The Committee does not have voting authority. Final approval for project related matters rests solely with the Board as a whole.

Members:

- The committee shall consist of a minimum of 4 members:
 - 3 Board Trustees, with at least 2 present at meetings
 - The Library Director
 - The Assistant Library Director (optional)
 - 1 Circulation staff member (optional)

Term of Offices:

- The term of office shall be until the completion of the library building renovation and expansion.

Appointments and Vacancies:

- Committee appointments or removals will be at the discretion of the Board President.
- Any vacancies will be appointed by the Board President.

Meetings:

- The Committee will work together between, not at, Board meetings.
- Meetings will be held on an as needed basis - as project work comes up.
- Meetings will be held until the Committee is dissolved.

Reporting:

- The Committee must select one of its members to be the reporter.
- The Committee is to report regularly, and in a timely manner, to the Board to allow the Trustees to fulfill their ethical, legal, and fiduciary responsibilities in governing the Salem Township Library for the benefit of the community; and to ensure the continued forward progress of the project.
- Meeting reports will be publicly posted in a timely fashion in accordance with Open Meeting Law.

Dismissal of the Committee:

The Committee will be dismissed when:

- The project has been fully and satisfactorily completed.
- A final report has been received from the Committee.