



Library Committee Description

ORIGIN

This is an “ad hoc” committee established per MGCA By-Laws, Article VII, Section 14, which states, “...Subject to Section 1 of this Article, the Board of Managers may create and appoint additional committees for special or additional projects.”

PURPOSE

Not specified in the By-Laws. To create and maintain a gathering place with a peaceful, friendly atmosphere, that promotes a love of reading and a sense of community, creativity and inspiring conversation for the entire Mount Gretna community.

MEMBERSHIP

Per MGCA By-Laws Article VII, Section 1, “The Board of Managers may establish one or more committees consisting of one or more Managers of the Association. Committees may also consist of other members of the Association who are not Managers of the Association.” This has been interpreted to mean that the committee must include at least one Manager, but that the Committee Chair need not be a Manager.

MEETINGS

Not specified in the By-Laws. Meetings are normally called by the committee chair on an as-needed basis.

RESPONSIBILITIES

Include but are not limited to:

- Develop policies for the execution of their responsibilities
- Ensure all library volunteers have state-mandated clearances
- Schedule volunteers
- Order books and supplies
- Collect donations of materials, gifts, and cash
- Organize library-related community events, (ie: book reviews, childrens’ activities)
- Set and publicize library-related events
- Set and publicize library schedule
- Manage stewardship of our Little Free Libraries

- Maintain library interior
- Present (or submit) a committee report at each regular meeting of the Board of Managers

AUTHORITY

The committee has full authority to carry out all responsibilities listed above.

FINANCING/BUDGET

This committee has a line item in the MGCA annual budget for operating expenses. The committee may spend these funds without further approval. Committee chair must submit a budget request in the Fall for approval.

A designated library fund, managed by the Board of Managers, exists for the purpose of segregating and holding apart funds from fundraising activities for the library committee's use. Cash donations are submitted to the MGCA Treasurer; these funds may be accessed by special request to the Board of Managers.

The Committee Chair is responsible to ensure that expenditures do not exceed budgeted/allocated funds.

Dates:

Adoption: December 21, 2021

Revision:

Rescission: