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## Employment Practices

### 02.02.13.G1 Library Committee & Work Group Guidelines

Following are guidelines for establishing committees and communicating the results of their activities:

Temporary work groups may also be created for specific purposes and desired outcomes and can be used in lieu of a committee within the scope of this policy and procedure.

As issues of district-wide or special need are identified by individuals or groups within the institution, these are referred to the Executive Director or his/her designee, who will consider the appropriateness of establishing a committee in order to address the matter.

When the Executive Director or his/her designee decides that the committee format is the appropriate manner for addressing an issue, s/he will ensure that an initial **scope charge** for the committee is drafted that is as clear and comprehensive as possible.

The Executive Director or his/her designee will appoint a chairperson for the committee based upon the subject matter being addressed matched with appropriate individual expertise and ability within the organization. A library manager or supervisor may be asked to support and provide leadership and guidance to the committee or work group, or serve as chairperson.

Each **scope charge** will include the purpose of the committee, any appropriate timelines, and the committee role in the decision (i.e., advisory or decision-making.)

If the committee is not empowered to make decisions, the person or group who will make decisions regarding committee recommendations will be identified.

The appointed chairperson, **and/or assigned library manager**, will work with the Executive Director or his/her designee to form committees that include members from appropriate areas of the library as the particular issue requires. Committee size normally will be approximately five to ten individuals, although this may vary as the situation dictates. It may be appropriate to identify participants who are not employees of PCCLD to participate on certain committees. All employees will receive notification of committee membership opportunities and Managers may nominate individuals from within their team to serve on a committee.

Individuals interested in serving on a particular committee should speak with their Manager about serving. Managers will be consulted prior to the invitation of individual employees to participate to assure there will not be inordinate scheduling difficulties. The final selection of committee membership is the purview of the committee chairperson and the Executive Director and shall be determined by the purpose of the committee and the ability of individuals to contribute based upon individual scheduling, knowledge and expertise, and/or job responsibility. **An up-to-date central file of committee members will also be maintained on the Employee Portal Intranet for review by interested staff.**

The committee appointments and charge will be sent to each committee member and to all members of management (so there will be awareness of issues being focused on throughout PCCLD and an opportunity for management members to have their name placed on a committee mailing list). The chairperson of the committee will also ~~ensure~~ **ensure that this information is posted on the Employee Portal Intranet. all employees within PCCLD are notified of the committee's assignment.**

Each individual participating on a committee should think of the particular issue in broad terms and to involve others from throughout the organization as needed to effectively carry out their assignment. Committee members will also be referred to these guidelines to ensure consistency in communicating their activities.

The Executive Director or his/her designee will meet with the committee at its initial session to clarify the charge. Any significant changes in the charge at this (or any other) time will be approved by the Executive Director and his/her designee and sent to all members of management.

Minutes will be taken and promptly distributed following the meeting to committee members, **after review by** the Executive Director or his/her designee **or the committee chairperson**, and any member of management who requests that they be placed on the mailing list. ~~Included will be the preliminary agenda for the next meeting. The minutes also will be posted on the Employee Portal Intranet for availability for all employees to review. Minutes should be a brief summary of action taken at the meeting rather than a detailed accounting of all that was said. Important motions, decisions, assignments, etc. should be included.~~ Distribution of each meeting's summary promptly after its conclusion will greatly enhance the library-wide communication process.

~~An up-to-date central file of committee members will also be maintained on the Employee Portal Intranet for review by interested staff. If relevant, these minutes will be shared in affected departments by management members. Minutes should be a brief summary of action taken at the meeting rather than a detailed accounting of all that was said. Important motions, decisions, assignments, etc. should be included.~~

~~As meetings are held, it is the chairperson's responsibility to continually ask, "What impact will this have throughout the library?", "Who else needs to be consulted?", or "Who needs to know what is being discussed/proposed?", and to arrange appropriate involvement. Committee members should continually be reminded that they are to think in these broad terms as well.~~

As committees progress with their work, it is appropriate at key points for the chairperson or the group as a whole to meet with the Executive Director or his/her designee to ascertain progress before final recommendations are made. These meetings can be at the ~~request initiative~~ of either the committee or the Executive Director or his/her designee, or the committee chairperson.

Reports and recommendations from committees will be communicated in ~~the best manner possible to ensure effective communication. the same manner as meeting minutes described above.~~ Following submission of committee reports or recommendations, the Executive Director or his/her designee ~~or the chairperson~~ will report back to the group of any decisions made relevant to the report or recommendations.

For ad hoc committees ~~or work groups~~, when ~~the committee's~~ recommendations are accepted, the Executive Director or his/her designee ~~will send a letter to all or the chairperson will communicate with~~ committee members thanking individuals for their work to mark the conclusion of the committee's existence.

When decisions are made concerning committee ~~or work group~~ recommendations, ~~library all management and library staff (as applicable)~~ will be notified ~~appropriately.~~ ~~that a copy of the report with any additional comments/rationale for decisions made.~~ ~~Reports on outcomes or decisions made will~~ may be ~~posted~~ maintained on the Employee Portal Intranet for broader consultation within the organization.

~~In order to alert staff members regularly about work being conducted in PCCLD by various committees, all active committees will be listed on the Employee Portal Intranet by the appropriate committee chairperson.~~

