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Henrietta Public Library
625 Calkins Road
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Henrietta Public Library Board of Trustees Executive Committee Charge Statement

Adopted March 2021

Reviewed January 2025

Purpose

Oversight of HPL Board of Directors. Ensure that the board is operating to a plan and achieving progress against board deliverables and operating effectively and in compliance with the bylaws.

Committee Responsibilities

- Set monthly meeting agenda and consent agenda.
- Oversees annual Director evaluation.
- Identify policies that need to be reviewed and or updated. Including annual reviews of the Board Bylaws, Statement of Policy, and Conflict of Interest Statements.
- Keep accurate minutes of its meetings.
- Conduct Board Survey every 2-3 years.

Structure and Composition

The Executive Committee is a standing committee of the Board, which is chaired by the Henrietta Public Library Board President. The composition includes the following who are elected by the Board annually:

- President of the Board
- Past President of the Board
- Vice President of the Board
- Secretary of the Board
- Treasurer of the Board

Other participants (non-voting members) of the Executive Committee will include the Library Director of the Henrietta Public Library.

Term

All members of the committee shall serve one-year terms, which may be renewable.