| | | |
|---|---|---|
| Stratford PUBLIC LIBRARY | COMMITTEE: **Library Space Ad Hoc Committee** | |
| | CATEGORY: **Terms of Reference** | LAST REVIEW / REVISION DATE: SEPTEMBER 28, 2023 |

# Library Space Committee

The Library Space Committee is an ad hoc committee of the Board.

## Purpose

- Review consultant reports as required
- Assist with advocacy work regarding the library's space needs with City Council and the public
- Provide governance advice and/or recommendations to the Board

## Membership

- The Library Space Committee will be comprised of three trustees appointed by the Library Board
- The Board Chair is an ex officio member of the Committee
- The CEO, the Technology and Operations Manager, and other Library staff will assist the Committee as required

## Meetings

The Committee will meet as deemed necessary by the Committee. The Committee will also conduct business via other modes of communication, including but not limited to e-mail, telephone, or virtual meeting.

## Reporting

A record of meetings will be kept and minutes distributed to Committee members. Minutes will also be available to all Board members. The Committee shall produce reports for the Board as required

| | |
|---|---|
| ORIGINAL DATE ADOPTED | |

DRAFT