

# LIBRARY FACILITIES AND CAPACITY COMMITTEE

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## Terms of Reference

***Name of Committee***

**Library Facilities and Capacity Committee**

***Membership & Appointment***

- The committee is a standing committee appointed annually at the first regular Board meeting after the AGM
- The Board Chair shall be a member of the committee ex-officio.

***Purpose***

- To advise the Board on matters relating to the condition and capacity of the library facilities and recommend actions to be taken to improve or increase capacity of the facilities

***Responsibilities & Duties***

- Liaise with the Library Director to understand current facility conditions and capacity and future requirements.
- Develop plans and actions for facility enhancements and/or expansion to meet future needs.
- Determine appropriate courses of action to improve or increase facility capacity.

***Reporting***

- The committee shall present its recommendations to the Board for its approval.

***Frequency of Meetings***

- Meetings shall be held as determined by the committee.
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