

# JONES LIBRARY

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## Jones Library Gardens Advisory Committee Charge

Approved April 13, 2017

### Scope

Under the direction of the Facilities Supervisor and the Library Director, in accordance with the Board's *Gardens Policy*, this Committee will assist in the planning, development, and maintenance of all Library owned and/or maintained green spaces. The Committee will also assist with the design, development, and implementation of the Jones Library's green spaces if the Jones Library expansion/renovation project moves forward.

### Committee Description

The Gardens Advisory Committee will consist of six members, recommended by the Buildings and Facilities Committee, and appointed by the Trustee Chair. Committee members will be chosen for their expertise in the field, availability, commitment to develop and maintain green spaces, relevant experience, and appreciation for public Library services. Committee member terms will be staggered and last for a period of two years. The Facilities Supervisor will serve on the Committee as an advisor and liaison to the Board of Trustees. The Committee will also work with seasonal gardeners on staff, as well as hired contractors.

### Charge

1. Establish Committee Chair and Secretary; set monthly meeting schedule; maintain Committee minutes; submit monthly reports to the Buildings and Facilities Committee;
2. Actively participate in the upkeep and care of all Library Gardens from spring through fall;
3. Make recommendations, taking into account safety, energy efficiency, and fiscal responsibility, to the Buildings and Facilities Committee on short and long-term plans and maintenance needs of all Library owned and/or maintained Gardens;
4. Make recommendations regarding changes/improvements to *the Jones Library Gardens Policy* and adhere to said *Policy*;
5. Make recommendations to the Buildings and Facilities Committee on privately funded Library Gardens projects;
6. Make recommendations to the Buildings and Facilities Committee regarding garden-related Joint Capital Planning Committee and project proposals and expenditures; and

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7. Participates in any other Library Gardens projects referred by the Board, including those necessitated by the Jones Library expansion/renovation project (e.g., catalogue existing plantings, and determine condition and ability to be transplanted; develop and implement a plan for removal and temporary relocation of viable plantings during the duration of the construction process; work with architects, Library Trustees, Library Committees, and community members to design, develop, and implement green spaces that will serve the community and its needs as a part of the Jones Library building expansion/renovation process).

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