

# **ADOPTED GENERAL POLICIES**

## **Library Organization and Administration**

The Library Director is the administrative head of the Library and is directly responsible to the Board of Trustees. The Director acts in an advisory capacity to the Board, recommending programs, policies and changes and attending monthly meetings of the Board at which time the Director's Report is submitted. The Director's duties are to carry out the policies and decisions of the Board both as they affect the general public and the Library staff. The Director is responsible for the preparation of the proposed annual budget and for adhering to the Budget Expenditure Guidelines set forth in this policy manual. The Director has the responsibility for determining internal procedures and services, for overseeing the selection of books and other materials, and for the complete discharge of all duties imposed upon by the policies and regulations of the Board of Trustees.

The Director is in charge of all personnel, for assignment of duties, for maintaining staff esprit de corps, service standards and staff development. He or she selects new staff members and recommends their appointment to the Board, makes recommendations for promotions and may propose salary increments and bonus payments to be approved by the Board.

The Director has charge for the care of the building and equipment and for the efficiency of the Library's service to the public.

The Director is the representative of the Board and acts as liaison between Library staff and the Board. The Director welcomes communications that may lead to improvement of Library services or of personnel relationships and employment conditions either from individual staff members or through established channels of communications to the Board.

Adopted by the Board of Trustees: October 10, 2003  
Amended: June 2010