

CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 300:

SUBJECT: ADMINISTRATIVE ORGANIZATION AND OPERATION

The basic principles of Administrative Organization and Operation are:

- a) The Board of Trustees shall formulate and legislate District policy.
- b) The Library Director shall execute the Library's mission by adhering to the policies adopted by the Trustees, promulgating administrative regulations and/or procedures, and deploying staff and resources.
- c) Areas of responsibility for each position shall be clearly defined.
- d) Any problem which an employee cannot solve by his/her own efforts or within the limits of his/her authority shall be referred to his/her immediate supervisor.
- e) The operation of the Library shall be conducted in a collegial and collaborative environment, focused on the goals and objectives of the Library, and based on a model of open and respectful communications between staff, supervisors, administrators, trustees, and volunteers.

Adopted: February 19, 2015

CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 305

SUBJECT: ADMINISTRATIVE LATITUDE IN THE ABSENCE OF BOARD POLICY

From time to time, issues may arise for which no specific policy has been prepared. Members of the staff shall act in a manner consistent with the existing Policies of the Library District and shall alert the Library Director to the possible need for additional policy development.

Adopted: February 19, 2015

CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 310

SUBJECT: LIBRARY DIRECTOR

The Library Director is the chief executive officer of the Library District and is responsible for executing the mission of the District. The Library Director supervises and directs the day-to-day operations of the District. The Library Director reports directly to the Board of Trustees.

In addition to his/her general authority over operations, the Library Director also has the specific powers and duties listed below. As chief executive officer of the Library District, he/she shall:

- Evaluate the effectiveness of the Library District's services in relation to the changing needs of the community;
- Recommend necessary or desirable library services to the Board;
- Recommend and administer personnel policies;
- Supervise the staff;
- Recommend appointments, transfers, promotions, and dismissals;
- Prepare preliminary budget estimates;
- Submit a budget to the Board;
- Direct and supervise the expenditures of District funds;
- Represent the District at community and group meetings;
- Attend professional meetings;
- Recommend and administer public relations programs;
- Supervise the maintenance of buildings and grounds; and
- Recommend repairs, alterations, and new construction.

CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 311

SUBJECT: LIBRARY DIRECTOR - BOARD RELATIONS

The Board of Trustees is accountable for the overall success of the Library District. The Board's specific role is to deliberate and to establish policies for the organization. The Board of Trustees delegates authority to the Library Director who, acting as chief executive officer, is held accountable to the Board for compliance with its policies.

Generally, the Library Director will be empowered to assign and use resources; to employ, promote, discipline, and deploy staff; to translate policies of the Board into action; to speak as agent of the District; to organize and delegate administrative responsibilities; and to exercise such other powers as are customary for chief executives.

When law or other authority calls for Board approval of decisions that the Board has delegated to the Director, Board approval will be routinely given if those decisions have been made within the boundaries of Board policies or directives.

The Library Director may not perform, cause, or allow to be performed any act that is unlawful; in violation of commonly accepted business and professional ethics; in violation of any contract into which the District has entered; or in direct violation of policies adopted by the Board that limit the Executive Director's authority.

Should the Library Director consider it unwise or impractical to comply with an explicit Board policy, the Director will inform the Board of that determination. The Board may consider whether such judgment was warranted and what future actions are appropriate.

CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 312

SUBJECT: RECRUITMENT AND APPOINTMENT OF LIBRARY DIRECTOR

The appointment of the Library Director is a key function of the Board of Trustees. The Board will conduct an extensive search to find the person it believes can most effectively translate into action the policies of the Board and the aspirations of the community and the staff.

The Library Director=s position shall have a triple capacity: chief executive for the Board of Trustees, leader and accountable officer for all personnel of the District, and liaison between those personnel and the Board of Trustees. Because of the profound responsibility assigned to this officer, the selection of the proper person for the post is one of the most important tasks the Board performs.

The Board may seek the advice and counsel of interested individuals or of an advisory committee, or it may employ a consultant to assist in the selection. However, final selection will rest with the Board after a thorough consideration of qualified applicants.

A vote of the majority of the Board at a meeting for which due notice has been given of the intended action will be required for the appointment of the Library Director.

Adopted: February 19, 2015

CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 313

SUBJECT: CONTRACT OF LIBRARY DIRECTOR

The Board, upon selection of a candidate, shall work to secure the dignity of the position and the freedom of leadership by the development of an explicit contractual agreement. Such contract shall meet the requirements of New York State Law; shall protect the rights of both the Board and the Library Director; shall enumerate compensation, fringe benefits, and other terms and conditions of employment; and shall provide for at least an annual evaluation.

Adopted: February 19, 2015

CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 314

SUBJECT: EVALUATION OF THE LIBRARY DIRECTOR

The Board of Trustees shall conduct annually a formal performance evaluation of the Library Director.

The process for the evaluation of the Library Director will include the collaborative determination by the Board and the Director of the criteria for appraising the performance of the Director which will include, but not be limited to, the duties and responsibilities of the Director as outlined in the position description and the annual District priorities which are related to the mission and goals of the Library District. The process for evaluation will also include a timeline for the evaluation and an evaluation instrument, both approved annually by the Board.

The timeline will indicate when Trustees will submit individual appraisals using the approved instrument, when disclosure to the Director of the aggregated results will occur, when the Board and the Director will meet in executive session to discuss the evaluation, and when the Board will provide to the Director the written evaluation of performance. The evaluation instrument approved for each coming year will reflect the results of the previous year's evaluations, feedback and direction from the Board to the Library Director, as well as collaboration between the Board and the Library Director about the priorities for the coming year.

The evaluation of the Library Director will be conducted in an atmosphere of mutual trust and respect, will give annual focus to the priorities of the Library District, will provide for the motivation and development of the Library Director, will provide an ongoing process for assessing the progress of the Library District toward accomplishing established goals and priorities, and will assist the Board in determining appropriate rewards for the Library Director based upon performance.

Adopted: February 19, 2015