RESPONSIBILITIES
The Board and the Library Director

The objective of the Board of Trustees should be the overall scope of the general operating and administrative policies of the library, while the Director supervises the internal management and daily operation of the library. The Director exercises professional judgment under the direction and review of the Board to implement the goals, objectives and policies set by the Board.

AREA	BOARD OF TRUSTEES	LIBRARY DIRECTOR
Goals/Objectives		
Short-term (1 year) goals	Approves, tracks progress	Recommends, provides input, carries out
Long-range (2–5 year) goals	Approves, tracks progress	Recommends, provides input, carries out
Staff		
Hiring/Firing Staff	Hires director, approves other staff hires	Recommends
Personnel Policies	Establishes	Recommends and administers
Staff development/assignment	No role	Sets up and monitors
Staff evaluations	Evaluates director	Evaluates other staff
Staff grievances	Handles appeals of director decision	Handles
Budget		
Annual Budget	Establishes and approves, presents, has final legal responsibility	Recommends, presents, and oversees
Capital purchases	Approves and makes purchases	Prepares requests and recommends
Building renovation, expansion, leasing, and construction	Makes decisions, assumes responsibility and signs contracts	Recommends and oversees
Library Operation		
Day-to-day administration	Establishes policy	Handles daily management
Fines and Fees	Establishes policy and non-lapsing account	Handles daily management
Library Materials	Establishes policy and budget	Purchases according to policy and maintains adequate audit trail
Cleaning/Maintenance	Establishes budget	Sets up schedule and monitors
Building Maintenance/Repairs		
Major repairs	Approves	Obtains estimates, prepares recommendations and oversees
Minor repairs	Approves budget amount that can be spent without approval	Authorizes repairs up to pre-arranged amount and oversees
Emergency repairs	Works with director	Notifies board chair and works with board