

ITEM NUMBER: 6.02
CHAPTER 6: Library Board
CODE: Information
COMPUTER ID: LIB-2

Title: Board/Director Relationship
Effective Date: 11-24-86
Authorized By: Library Board of Trustees
Date of Last Revision: 11/2007

Legal responsibility is vested in the Library Board by Wisconsin Statutes, Chapter 43. The Library Board's responsibilities include selection and appointment of the Library Director; promotion of Library interests; securing of funds adequate for a progressive, expanding program; and control of Library funds, property, and equipment. Subject to existing statutes and ordinances, it has the power to determine the rules and regulations governing library services and personnel.

The Library Director is the administrative officer of the institution. The Library Director acts in the advisory capacity of a professional expert to the Library Board; recommends programs, policies and changes; prepares an agenda for and attends all Library Board meetings; acts as secretary to the Library Board; and has the right to speak on all matters under discussion. The Library Director is not a member of the Board and has, therefore, no vote on matters under consideration. The Library Director's duty, broadly speaking, is to carry out the policies and decisions of the Library Board as they affect both clientele and employees. The Library Director is responsible for preparation of the annual budget, and for the expenditure of funds granted. The Library Director has full responsibility for determining internal policies and procedures, for selection of books and other materials, and for the complete discharge of all duties imposed upon the Library Director by regulations of the Board of Trustees. The Library Director is responsible for developing a program of community and public relations.

The Library Director is in charge of library personnel and is responsible for assignment of duties, service standards, and staff development. The Library Director appoints new increments in conformity with the classification and pay plans and makes recommendations to the Library Board for promotions and classification changes. The Library Director has the authority to dismiss staff members, subject to procedures established for dismissal.

The Library Director is the representative and spokesperson of the staff to the Library Board. The Library Director welcomes communications from individual staff members, either directly or through the established line of responsibility, and from the staff organization, which may lead to improvement of library service or personnel relationships and employment conditions. The Library Director undertakes to present staff recommendations to the Library Board in such form as may be jointly determined by the Library Director and staff representatives.