

*Vineyard Haven Public Library  
Statement of Policies  
2005*

## **Responsibilities and Duties of the Board of Library Trustees**

1. Board members should visit the library often and lend their expertise and leadership to the Board for the good of the library, remembering that they are accountable to the taxpayers and the people served by the library.
2. The Board has custody and management of the library and all property relating to the library. MGL Chapter 78, Paragraph 11 states that all money raised and appropriated by the Town for the management and support of the library, and all money or property that the Town receives by gift or bequest for the library is administered by the Board of Trustees in accordance with the law or the provisions of the gift or bequest.
3. The Board establishes written policies for the governance of the library, promotes the library in the community and secures adequate funds to carry on the work of the library.
4. The Board shall select and appoint a Library Director who shall be charged with the responsibility of the administration of the library.
5. The Board and the Library Director shall prepare a yearly budget.
6. Board members shall attend regular and special meetings of the Board, which are conducted by Robert's Rules of Order, and the By-Laws of the Board of Trustees, and the appropriate ordinances of the Town of Tisbury.
7. Board members should refer complaints from the public and any staff grievances or complaints to the Library Director, and, if not resolved, to the Chairman of the Board. Persistent problems may be taken up at a Board Meeting if a policy revision is necessary or legal ramifications are involved.

8. Board members serve on Board Committees as appointed by the Chair, dealing with such matters as personnel, budget, fund-raising and any other matters deemed necessary. Note: all committee members do not have to be Board members.
9. Each year, in the fall, the Board and the Director should formulate goals and objectives, and do long-range planning.

### ***General Personnel Practices and Procedures***

1. A description of each job in the library, listing the degree or responsibility, qualifications required, and a copy of the union salary scale shall be given to each employee and a copy maintained in the Library Director's file.
2. Conditions of employment are covered for all employees as follows:
  - 2.1 Employees are covered by the agreement between the Town of Tisbury and the American Federation of State, County and Municipal Employees (AFSCME), Council #93, Local #3992
  - 2.2 The Town of Tisbury Rules and Regulations for Managerial and Professional Employees, adopted by the Board of Selectmen, November 1993, cover professional and managerial, and part-time, substitute employees
3. The hiring procedures for the Library Director shall be governed by the Rules and Regulations for Managerial and Professional Employees. The Library Board of Trustees is responsible for hiring the Library Director.
  - 3.1 A job description and summary of benefits shall be given to the appointee.
  - 3.2 The Board shall evaluate the performance of the Library Director annually on the anniversary of his/her appointment and shall submit a copy to the Library Director. This evaluation shall, at the minimum, cover the areas of library services, staff relations and management
  - 3.3 The Board shall allow for a full discussion of the Library Director's evaluation at the meeting of the Board, where the Library Director may question any point(s) he/she deems to be an issue.

- 3.4 At the end of a probationary period, or during any time of the employment period of the Library Director (other than during a probationary period) and after two unsatisfactory evaluations have been received, the following will apply.
- 3.4.1 At the time of the first unsatisfactory evaluation, the Library Director is to be informed of the Board's procedure regarding dismissal. This information will be given to the Library Director at a regular meeting of the Board.
  - 3.4.2 The Director has the right under the Town of Tisbury Personnel Policy and Procedure, Employee Appeal Procedure, Amended and Effective August 5, 2003 to appeal the performance evaluation, or any other departmental, or town wide rules and regulations which govern personnel practices and working conditions.
  - 3.4.3 All disciplinary actions and appeals shall be heard and considered during executive sessions of the Personnel Board, or the Board of Trustees, as outlined in the Open Meeting Law, unless the concerned employee requests that such an appeal is considered in open meeting.
  - 3.4.4 At the time of the receipt of a second unsatisfactory evaluation, the Library Director will be advised at a Board Meeting that if it is the will of a majority of the Board, his/her services will be terminated at the end of a 60-day period. At that time, but no later than 30 days before the termination date, a letter of dismissal will be sent by certified mail to the personal residence of the Library Director.

The Library Director may attend the next regular meeting of the Board and he/she, or a designated representative, may present written or verbal testimony that they believe relevant to the issues involved and to cross-examine any

witness presented. The Board may continue to carry over its deliberations to a future meeting, if necessary. Whatever action is taken by a majority of the Board members at this meeting shall be final

The following are the personnel responsibilities of the Library Director:

- 4.1 Attends all meetings of the Board of Trustees and works with the Board to carry out the policies of the library.
- 4.2 Initiates all personnel actions.
- 4.3 Seeks to improve the efficiency of the staff and recommends promotion from within the staff whenever possible according to the collective bargaining agreement.
- 4.4 Directs the Library, supervises the staff and provides a written evaluation of the performance of library personnel annually. A copy of such evaluation to be given to the staff member and a copy given to Town Hall.
- 4.5 Under direction of the Board of Trustees, the Library Director hires, promotes and discharges Library Employees.
- 4.6 All personnel records are kept at Town Hall.
- 4.7 Conduct staff meetings and arrange work schedules, staff meetings, vacations and the like.
- 4.8 Receive all complaints from staff and seek to resolve problems prior to a grievance procedure as outlined in the collective bargaining agreement.
- 4.9 Attends all meetings of the Board and works with the Board to carry out the policies of the library.