

WORKING AS A TEAM

AREA OF WORK	BOARD OF TRUSTEES	LIBRARY DIRECTOR	LIBRARY STAFF
Vision, Mission, Strategic Plans	<ul style="list-style-type: none"> • Representatives of community vision • Develops with Director • Approves, enables implementation • Monitors progress • Uses in Library messaging 	<ul style="list-style-type: none"> • Develops with Board • Manages logistical process • Distributes to Town and public • Leads implementation • Tracks and reports on progress 	<ul style="list-style-type: none"> • Submits suggestions and questions to Director • Supports and participates in implementation • Uses for decision-making • Tracks progress in assigned areas
Day-to-day Operations	<ul style="list-style-type: none"> • Sets policies (see below) • Recommends changes to Director • Asks questions to gain understanding 	<ul style="list-style-type: none"> • “Chief Operating Officer;” implements Board policies • Responsible for the smooth and successful operation of the Library • Delegates to staff as appropriate • Resource for staff and Board • Reports changes to staff and Board 	<ul style="list-style-type: none"> • Understands and follows policies and procedures • Suggests improvements to Director or implements if has that authority
Policies	<ul style="list-style-type: none"> • Develops • Approves • Periodically reviews 	<ul style="list-style-type: none"> • Recommends to Board of Trustees • Implements • Communicates to staff • Communicates to public 	<ul style="list-style-type: none"> • Understands and follows policies • Suggests changes or improvements to Director • Follows in patron interactions
Budget	<ul style="list-style-type: none"> • Develops with Director, including CIP proposals • Allocates and approves • Presents to Town with Director • Approves any allocation changes • Retains legal responsibility • Prepares and signs off on all payments/checks • Plans and approves spending of Board fundraising • Approve/allocate spending of any trust fund income 	<ul style="list-style-type: none"> • Recommends and develops with Board, including CIP proposals • Presents to Town • Administers and delegates • Tracks revenues, expenses and reports to Board with Board Treasurer • Cooperates with Town Financial Administrator • Maintains audit trail • Manages operational fundraising and annual appeal 	<ul style="list-style-type: none"> • Submits suggestions and questions to Director • Manages area of budget (for assigned areas) and reports to Director • Requests approval from Director for new purchases • Responsibly receives payments

Personnel	<ul style="list-style-type: none"> • Recruits and hires Library Director • Approves Director's hiring recommendations • Supervises Director • Sets all terms of employment • Final grievance appeals and requested exit interviews • Sole termination authority 	<ul style="list-style-type: none"> • Recommends for hire • Recommends budget allocation to Board • Supervises other staff • Completes self-evaluation annually • Responds to grievances • Schedules work • Maintains all records • Administers payroll and benefits with Town 	<ul style="list-style-type: none"> • Completes self-evaluation annually • Understands job description and performs to expectations • Suggests job description updates
Building	<ul style="list-style-type: none"> • Entire custody of the interior of the Library building/space • Budgets for Library-specific maintenance • Plans for renovation and expansion proposals in collaboration with the Select Board • Signs construction contracts 	<ul style="list-style-type: none"> • Facilities management in cooperation with the Town • Obtains bids, selects small-item maintenance contractors • Authorized to take action on emergency repairs • Monitors employee and public safety • Recommends large physical plant improvement projects 	<ul style="list-style-type: none"> • Maintain work and public areas to a professional standard • Report safety concerns to the Director • Report physical plant problems to the Director • Suggest improvements • Work with Town facilities staff to remedy small needs
Collections	<ul style="list-style-type: none"> • Approves collection development policies • Knowledgeable about content and formats • Budgets for • Final patron request for reconsideration appeals 	<ul style="list-style-type: none"> • Develops plan • Delegates to and trains purchasers • Recommends budget allocation to Board • Handles initial patron requests for reconsideration 	<ul style="list-style-type: none"> • Handle items with care • Know collections well • Collection managers: purchase responsibly • Market and organize items; maintain orderly shelves • Recommend items to purchasers
Public Relations	<ul style="list-style-type: none"> • Community representatives • Advocates for Library • Present at Library events 	<ul style="list-style-type: none"> • Develops ongoing plan • Reports to Board; suggests opportunities for advocacy • Spokesperson for organization • Participates widely in community 	<ul style="list-style-type: none"> • Represents Library well with public, Town staff and officials, other libraries. • Supports and spreads Library messaging

Marketing		<ul style="list-style-type: none"> • Develops plan, style guides • Leads graphic design projects ie: logo • Implements and delegates • Promotes Library collections and services in the community 	<ul style="list-style-type: none"> • Follow Library style guide, use official graphics • Take photos that can be used in marketing; store in common drive • Create marketing materials for programs, etc. • Create and send media releases
Local Government	<ul style="list-style-type: none"> • Develops and maintains relationships • Acts as one Board to speak for Library and support policies • Recruit and orient new Board members • Attend monthly meetings • Follow all State laws regarding open meetings and public bodies 	<ul style="list-style-type: none"> • Develops and maintains relationships • Assists officials with Library services • Spokesperson regarding operation and services • Participates in local government initiatives when appropriate 	<ul style="list-style-type: none"> • Develop and maintain cordial relationships with Town staff • Learn about how Stratham governance works