



BOARD POLICY

PERSONNEL POLICY

A. Management Policy: The duly appointed library board shall have all management rights, authorities, and responsibilities as stated in *RCW, Chapter 27.12*.

1. The library board shall select, appoint, and when necessary for valid reason, dismiss the director of the library.
2. The board shall establish all other positions and all wage and benefit levels for all library staff.
3. The library board shall provide an effective orientation for the director to assure that the director understands a) the policies and processes related to the daily operation of the library, b) reporting and budgetary requirements that assure accountability and compliance with the law, c) the expectations of the board in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient board meetings, and d) rules and requirements for state certification and any assistance which is provided by the library to acquire and maintain appropriate certification.
4. The library board shall adopt such policies and procedures necessary for the effective operation of the Library.
5. The library board shall conduct annual appraisals of the library director's performance, at which time personal and management goals can be discussed and negotiated.

B. Administrative Policy: The person appointed as library director shall be charged with the sole administration of the library.

1. The director shall be responsible to the library board in matters pertaining to and concerning the library; be present at monthly board meetings, and prepare and present such reports and meeting documents as requested.
2. The director shall maintain financial records in an efficient manner; present periodic reports to the library board; prepare the draft of the annual budget to be presented to the library board; and assist trustees with presentation of the adopted request for appropriation to county government.
3. The director shall hold regular meetings with staff and/or volunteers for training and interpreting board policy.

4. The director will be responsible for preparing annual performance assessments for library staff and volunteers.
5. The director shall have the responsibility for collection development for all materials in the library; this includes selection, ordering, processing, weeding, and inventory of the collection according to the guidelines in the policy.

[Return to Policy Page](#)