

HAMMOND PUBLIC LIBRARY
Hammond, Indiana

BP 1200 LIBRARY BOARD - DIRECTOR RELATIONSHIPS

The development of policies for the governing of the Hammond Public Library System by the Board of Library Trustees, and the administration of those policies by the Director, call for a high order of devotion, statesmanship, and integrity. It is the utmost importance that the Board and the Director work in an atmosphere of mutual respect, trust and good will.

The development of policies is the most important function of the Board. The execution of the policies is the function of the Director. The Board recognizes the administrative responsibility of the Director to manage the library system within established policies. The Director shall then be held responsible by the Board for results.

BOARD RESPONSIBILITIES

1. Select the Director. Support the Director in the discharge of duties.
2. Adopt policies governing the operation of the libraries.
3. Adopt annual budget.
4. Consider and approve vouchers and payrolls.
5. Appoint all employees upon the recommendation of the Director.
6. Adopt salary schedules and other personnel policies.
7. Receive and discuss reports of the Director concerning the progress of the library in terms of achievement of goals and performance of staff.
8. Receive and consider reports of business transacted, business pending, and the financial status of the system.

DIRECTOR RESPONSIBILITIES

1. Administer the library system.
2. Recommend policies to the Board. Carry out all policies adopted by the Board.
3. Prepare and submit the annual budget to the Board for consideration.
4. Approve and direct all purchases and expenditures within the limits of appropriations approved by the Board.
5. Recommend for Board approval candidates for employment.
6. Formulate and recommend personnel policies. Be responsible for assignment of all personnel.
7. Formulate and administer means of evaluating staff members and report findings to the Board formulate and administer a program of supervision of staff and services. Duties and responsibilities may be delegated, but the Director has responsibility for performance of staff.
8. Prepare reports upon status of budget. Prepare annual report on the operation of the Library and such other reports requested by the Board.

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BP-1200 LIBRARY BOARD - DIRECTOR RELATIONSHIPS (continued)

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| 9. Counsel with the Director affording a group judgment, on recommendations for extensions or adjustments of the scope of library activities. | 9. Provide professional leadership for the program of the library. Keep the Board continuously informed on the progress and condition of the Library |
| 10. Consider recommendations for capital outlays, adopt plans for improvements, and determine the means for financing them. | 10. Develop plans for maintenance, improvements or expansion of buildings and facilities needed to provide properly for an adequate library program. |
| 11. Reflect the wishes of the community and represent the needs of the Library before the patrons of the district and legislature. | 11. Facilitate communication between the community and the Board regarding the Libraries and plan means of keeping the community informed about library matters. |
| 12. Act as a court of final appeal for employees and patrons in cases which may be appealed from the decision of the Director. Board Decisions should be reached after hearing testimony from the Director and the appealing party, but without either party present during the Board's final deliberations. | 12. Make decisions in line with Board policy. Appeals from such decisions may be heard and decided by the Board. |
| 13. Negotiate the Union Contract. | 13. Schedule executive sessions of the Board, beginning 180 days prior to the termination date of the contract to review recommendations and/or proposals. |