

## **WESTCHESTER PUBLIC LIBRARY**

### **LIBRARY DIRECTOR**

#### **APPOINTMENT OF DIRECTOR**

Indiana law empowers a Library Board to select a librarian, who holds an appropriate certificate to serve as the Director of the library. The selection is to be made solely upon the basis of the candidate's training and proficiency in the science of library administration. The Board shall also fix the compensation of the Director. The Director is the administrative head of the library, responsible to the Board for the day-to-day operation and management of the library.

The process of selecting a Director is best performed through the organization of a search committee comprised of three members of the Board. Once convened, the search committee should select a chair and define its search process. In all instances, the position should be advertised nationally.

If the Board anticipates a long delay between the time that the previous Director leaves and a new Director is able to assume his duties, the Board should consider the appointment of an Interim Director.

Once the position has been advertised and a fair amount of responses have been received, the Search Committee should meet to screen the applications and select a minimum of three finalists to be interviewed by the full Board.

The chair of the Search Committee should contact the candidates and arrange interviews. The chair should also be empowered by the Board to negotiate interviewing expenses with the candidates if deemed necessary.

Although interviews may be made in closed session, the final selection should be made in a public meeting and the chair of the Search Committee should offer the position to the winning candidate. If the candidate accepts the position, all candidates should be notified of the Board's final action.

If no candidate is deemed acceptable, the Board should reconvene the Search Committee and reopen the search until such time as an acceptable candidate is found.

#### **RELATIONSHIP OF STAFF MEMBERS AND THE DIRECTOR**

Nepotism is prohibited. Members of the Director's immediate family will be ineligible for library employment.

(See also: Personnel Policy - Employment of Family Members)

## **DUTIES AND RESPONSIBILITIES**

### **Of The Director**

1. Act as technical advisor to the Board; recommend needed policies for Board action; recommend employment of all personnel and supervise work.
2. Carry out the policies of the library as adopted by the Board.
3. Suggest and carry out plans for extending library service.
4. Prepare regular reports embodying the library's current progress and future needs; cooperate with the Board to plan and carry out the library program.
5. Maintain an active program of public relations.
6. Prepare an annual budget for the library in consultation with the Board and give a current report of expenditures against the budget at each meeting.
7. Know local and state laws; actively support library legislation in the state and nation.
8. Be responsible for the selection and ordering of all books and other library materials.
9. Attend all Board meetings other than those in which his own salary or tenure are under discussion; may serve as secretary of the Board.
10. Affiliate with the state and national professional organizations and attend professional meetings and workshops.
11. Make use of the services and consultants of the state library.
12. Report regularly to the Library Board, to the officials of local government, and to the general public.