

Agenda_Packet_08-11-2020

Agenda
Roxbury Free Library
Board of Trustees' Meeting
August 11, 2020 at 17:30

**Vermont is currently under a State of Emergency and Governor Scott has instituted a Stay at Home order. The public is invited to participate in this board meeting from their homes. Should the public wish to participate in Public Comment, please do the following:*

Familiarize yourself with the Free Conference Call Platform via a phone.

Join the Conference Call: 1-978-990-5290

Meeting Access Code: 7351812

*The chairperson will open the Audience Public Comment period per the agenda below. Unmute yourself, state your full name, and then proceed to state your comment. *Please note the meeting will operate as normal, holding Public Comment to the period indicated in the agenda below and as established by the chairperson.*

After the Audience comment period has ended you may continue to remain in the conference call for the duration of the meeting - please mute yourself.

Weather permitting, some members of the board will be gathering on the lawn of the RFL to attend the meeting in person with facial coverings and social distancing measures in place. Both the in-person or phone-in options are available for the public to attend the meeting.

- 1.0** Call to order
- 2.0** Additions/Postponements of Agenda Items
- 3.0** Consent Agenda
 - 3.1** Review of draft minutes of 7/14/2020
 - 3.2** Review of Treasurer's report
 - 3.3** Review of Library Director's report
- 4.0** Additions to agenda
- 5.0** Audience
- 6.0** Old Business
 - 6.1** COVID-19 - RFL Review and discussion related to operating the RFL during the COVID-19 pandemic.
 - 6.2** Review BYLA-003
- 7.0** New Business
 - 7.1** Review PERS-001 Personnel policy & PERS-002 Director Job Description
- 8.0** Future Meetings
 - 8.1** 9/8/2020 next regular board meeting
- 9.0** Adjournment

Meeting Minutes
Roxbury Free Library
Board of Trustees' Meeting
July 14, 2020 at 17:30

Present: Heidi Albright (Clerk), Jeanne Beckwith (Vice Chair), Ed Carney (Chair), Carl Ellis (Treasurer), Jane Pincus, Ryan Zajac (Library Director)

Absent: None, Carl Ellis arrived at 17:37

Audience: None

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1.0 Call to order

The meeting was called to order at 17:33

2.0 Additions/Postponements of Agenda Items

None

3.0 Consent Agenda

3.1 Review of draft minutes of 6/9/2020 and 6/23/2020 meetings

The minutes of 6/9/2020 and 6/23/2020 were reviewed and accepted.

3.2 Review of Treasurer's report and end of FY20 report

**To be approved at the next regular board meeting*

Approved at the 00/00/202x Meeting.

Treasurer's report was reviewed and accepted.

3.3 Review of Library Director's report

Library Director's report was reviewed and accepted. The director shared the staff's experience of running the library during the first week of the phased reopening to the public.

A motion was made by Heidi Albright and seconded by Jane Pincus to accept the consent agenda which include the: minutes of 6/9/2020 & 6/23/2020, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved

4.0 Additions to agenda

None

5.0 Audience

None

6.0 Old Business

6.1 COVID-19 - RFL Review and discussion on decisions related to operating the RFL during the COVID-19 pandemic.

The board discussed the results from the VTDOL statewide survey of current public library operations, the RFL director's presentation on their first week of public access to the building, and other COVID-19 developments at the state level. The phased plan of reopening that was adopted on June 23rd 2020 was not found to be lacking or in need of substantial updates before moving into the next phase on 7/21/2020. The board considered how to implement other operations such as the fundraising raffle drawing and virtual programming during the COVID-19 emergency. No action taken.

7.0 New Business

7.1 Review BYLA-003

The board discussed the BYLA-003 document. Ed Carney highlighted some areas he would like to clarify and clean up before the next reading. Before the 8/11/2020 normal board meeting Heidi Albright will collect suggestions from other board members to be discussed at that meeting. No action taken

8.0 Future Meetings

8.1 8/11/2020 next regular board meeting

9.0 Adjournment

The meeting was adjourned at 18:31

Respectfully Submitted, Heidi Albright (Clerk)

A recording of this meeting can be found at (<https://fccdl.in/4ZSdxk6fQ6>)

**To be approved at the next regular board meeting
Approved at the 00/00/202x Meeting.*

Library Operations Report

Upcoming Events and Meetings

- Nothing planned.
- We have until October 15th to use the \$250 performer grant we were awarded for a summer children's performance.
- We have solicited for feedback on program and social engagement opportunities in both the July Newsy and August patron email notice. To date we have not received any feedback from the community.

July Outreach

- In July the RFL hosted 0 programs.
- We estimate ~131 books have been distributed to community members from the Free Library sitting on the RFL porch (as of 7/11/2020).
- Upcoming outreach and engagement work is a needed priority

Miscellaneous

- We are considering culling most of the periodical collection this next year.
- RFL COVID-19 Review
 - July 7th was the first day we admitted patrons inside the building as part of our phased reopening. All of our metrics for operating the building safely have been consistently met since we've opened again to the public.
- Highlights from the first month of operating with patrons inside the building -
 - Biggest take away has been that interest in scheduling a visit to the RFL has been slow - we have not been overwhelmed with demand.
 - Changes to the building seem to be effective in accomplishing what we need.
 - There were many small tweaks to how we open, operate, and close the building that we were able to experiment with during this month.
 - Disinfection demands have not been burdensome since we have not had many patrons inside.
 - The 30 minute blocks have been adequate and acceptable for the patrons through so far. Curbside and home deliveries have continued throughout the week.

RFL Service description

- During the pandemic we have helped community members find and arrange appointments for Coronavirus tests.

Volunteers providing service in the last month

- None

**Summary Results from Public Library Operations in VT. – 98 submitting Libraries
and updated as of 8/5/2020**

Current status of the library building

Closed = 2 (1%)

Staff only = 70 (48%)

By Appointment = 18 (12%)

Open = 55 (38%)

Current hours as a percentage of full hours for open/by appointment libraries

Average = 66%

Are any staff currently laid off or furloughed?

Yes = 21 (15%)

No = 122 (85%)

Are any volunteers working in the building?

Yes = 35 (24%)

No = 110 (76%)

If patrons are in the building, is there a time limit for visits?

Yes = 53 (66%)

For Some Activities = 7 (9%)

Cycle Patrons Out = 3 (4%)

No = 17 (21%)

Are you creating virtual programming?

Yes = 104 (73%)

No = 39 (27%)

Do you offer in-person programming? (includes programs that are outside the building, such as walks, movies, or drive-ins)

Yes = 49 (34%)

No = 94 (66%)

Do you offer curbside pickup?

Yes = 138 (97%)

No = 4 (3%)

If you are open to the public, are your stacks open for browsing?

Open = 61 (78%)

Some Closed = 9 (12%)

Closed = 8 (10%)

Do you participate in interlibrary loan?

Trustee Meeting held – August 11th 2020

REPORT

July 2020

Yes = 111 (77%)

No = 33 (23%)

Do you offer public WiFi outside of the building?

Yes = 141 (98%)

No = 3 (2%)

If you are NOT open to the public, do you still offer printing, faxing, scanning, or similar services?

Yes = 46 (58%)

No = 34 (43%)

Are you allowing patrons to use the library's public computers – in the building?

Yes = 59 (43%)

No = 78 (57%)

Are you allowing patrons to use the library's public computers – outside the building?

Yes = 32 (26%)

No = 90 (74%)

Are you allowing patrons to use the library's public computers – checkout for home use?

Yes = 15 (13%)

No = 100 (87%)

If you are open to the public, do you currently offer meeting space?

Yes = 13 (14%)

No = 71 (76%)

Don't Have Meeting Space = 9 (10%)

What is your patron mask policy?

Required = 98 (89%)

Suggested = 10 (9%)

No Guidance = 1 (1%)

Do you offer masks for patron use?

Yes = 76 (68%)

No = 35 (32%)

July by the numbers Roxbury Free Library

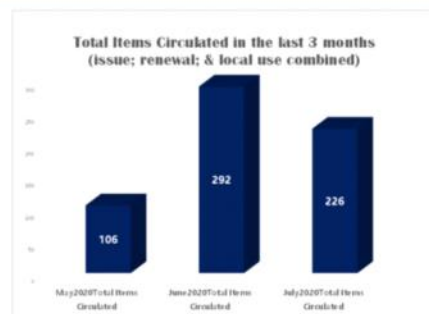
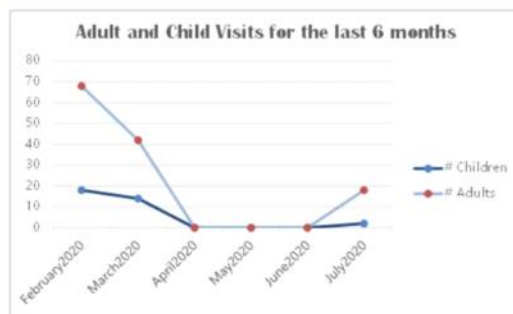
Well, the 20 visits we saw this July is a far cry from the 119 we saw in 2019. But, then again most things in July 2020 are a far cry from what they were in July 2019.

20 visits

0.33 visitors per hour open

↑ 20%
since June

Summary Statistics of RFL



7,700
items
in the collection

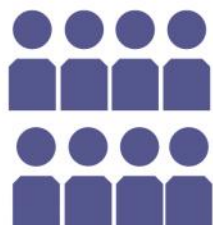
?
4
reference
questions
answered



40 e-books
borrowed

ILL
1 → RFL → 5

www.roxburyfreelibrary.org
was visited ~82 times in July 2020



0 Passes checked out

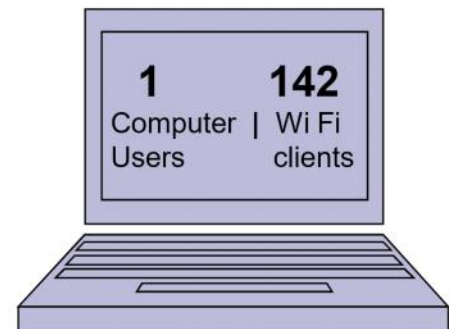
+ 1

Registered new patrons



332 active patrons.

89 Registered users of LUV



ID	Title	Frequency	Last Revision
BYLA-003	By-Laws	Annually	05-08-2018

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Article 1: Title and Authority

The name of these by-laws shall be known as the Roxbury Free Library By-laws.

Article VIII of the 2/22/1911 Roxbury Town Meeting stated: *To see if the Town will elect a board of Library Trustees and instruct such board to make application to the State Board of Library Commissioners under Section 878 and 879 of Vermont Statutes.*

The June 30th 1912 Report of the VT. Library Commissioners declared the legal establishment of the Roxbury Free Library.
In each of the towns of Colchester, Grand Isle, Lowell, Middlebury, Roxbury, Troy, Weathersfield and Williamstown, we have established a free public library under the library law by giving to each town conforming to the requirements of that law a one hundred dollar collection of books selected with regard to the particular needs of the town.

Article 2: Purpose

The purpose of the Board of Trustees for the Roxbury Free Library is to oversee the operation of library in accordance with statutes of the State of Vermont and in accordance with the Roxbury Free Library By-laws.

Article 3: Fiscal Year

The fiscal year of the Roxbury Free Library shall be July 1 through June 30.

Article 4: Board of Trustees

The Roxbury Free Library shall be governed by a Board of Trustees. The Board of Trustees shall consist of five members, all elected for terms of three years each at the annual Roxbury town meeting. Terms will be staggered.

A. Eligibility and Election to the Board

- A.1. Eligibility for the Board of Trustees shall be limited to adults who are residents of Roxbury.
- A.2. Newly elected Trustees will take office at the first meeting following the annual Roxbury town meeting.
- A.3. In the event of a board vacancy after the annual Roxbury town meeting the board will recommend an appropriate individual to the Roxbury Selectboard. The Selectboard will then appoint a trustee until the following annual Roxbury town meeting. The Selectboard may choose to appoint an individual of their own.

B. Responsibilities and Action of Board Members

- B.1. Trustees, as stated in VSA Title 22, Chapter 3, § 143, shall have full power to manage the public library, make and revise by-laws, elect officers, establish library policy and receive, control and manage property which shall come into the hands of the municipality of Roxbury by gift, purchase, devise or bequest for the use and benefit of the library.
- B.2. Trustees shall also be responsible for long range planning of library services to the community; fundraising, budgeting and financial management of the library; maintenance of the library building; hiring a library director; maintaining and fostering strong relations between the library and the community; and serving as advocates for the library and library service.
- B.3. All the actions of the Trustees shall be as a unit of the board. No individual Trustee of the board shall act on behalf of the board, on any matter, without prior approval of the board. No Trustee by virtue of his office, shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.
- B.4. Each Trustee shall have one vote, irrespective of office held.
- B.5. A Trustee must be present at a meeting to have his vote counted.

C. Conduct of Board Members

- C.1. Neither the library nor anyone affiliated with the library shall discriminate against any person or group on any arbitrary basis.
- C.2. No compensation may be paid to the Trustees for their services. However, Trustees may be reimbursed for their actual and necessary expenses incurred in performing duties if so authorized by the Board. If individual Trustees wish to join Vermont Library Association, they will be expected to pay the dues themselves.
- C.3. Trustees shall be under an affirmative duty to disclose their actual or potential conflicts of interest, either direct or indirect, in any matter under consideration by the Board or by a committee exercising any authority of the Board, and such interest shall be made a matter of record in the minutes of the meeting. A trustee or member of a committee having such an interest shall be permitted to make a statement with regard to the matter but shall not be permitted to participate in the discussion or decision of the matter.
- C.4. **Description of conflict.** A conflict of interest shall include any situation where a person's pecuniary or other significant personal interest, whether direct or indirect, in a matter before the Board conflicts with, or may tend to conflict with, such person's fiduciary duties to the Library. Such interest would normally include any ownership or financial interest through business, investment, or family ties, and a compensation arrangement. A matter before the Board shall include a matter before a committee exercising any authority of the Board.

D. Termination of Board Members

- D.1. The term of office of a Trustee may be terminated prior to its expiration in any of the following ways: (i) voluntarily by a Trustee upon notice to the Library; (ii) automatically upon failure to meet qualifications for office; and (iii) involuntarily for cause by vote of the Board of Trustees provided that the accused Trustee is given adequate notice of the charges (e.g., breaking the conduct articles above) and the opportunity to respond in person or in writing. A Trustee who is absent from two consecutive board meetings or three meetings in a year, unless excused by the Board, shall be presumed to have resigned.

Article 5: Board Officers

- A. The officers of the Board shall be the Chairperson, Vice-Chairperson, Secretary and Treasurer, elected annually by the Board at the annual meeting in April each year. These officers shall serve for a period of one year. Vacancies of officers shall be filled by election of the Board.
- B. The Chairperson shall preside at all meetings of the Board, shall issue notice of all regular and special meetings, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board of Trustees, serve as an ex-officio voting member of all committees, and perform other duties as determined by the board.

- C. The Vice Chairperson, in the event of the absence or disability of the Chairperson, or of a vacancy in that office, shall assume and perform the duties and functions of the Chairperson.
- D. The Secretary shall keep a true and accurate record of all meetings of the Board and shall perform such other duties as determined by the board.
- E. The Treasurer shall be the disbursing officer of the Board and shall perform such other duties as determined by the board.
- F. In the absence or inability of an officer to perform his duties, his duties shall be performed by such other members of the Board as the Board may designate.

Article 6: Library Director

- A. The Board shall appoint a Library Director who shall be the executive officer of the library under the direction and review of the Board and subject to the policies established by the Board. He will develop and implement responsive, effective services for the community; will employ and direct the staff and volunteers; will operate the library under the financial conditions contained in the annual budget; and will share responsibility with the Board of Trustees for the care of the buildings and equipment.
- B. The Library Director shall attend all board meetings except any portion of a meeting at which his appointment or salary is discussed or decided. The Library Director shall render and submit to the Board monthly reports and make recommendations of such policies and procedures, which, in the opinion of the Library Director, will improve efficiency and quality of library service.
- C. An annual evaluation of the Library Director will be done by the Board.

Article 7: Committees

- A. A nominating committee shall be appointed by the Chairperson three months prior to the annual Roxbury town meeting. Other candidates interested in serving on the Board can obtain the necessary papers from the Town Clerk so they can be placed on the Town Meeting Ballot.
- B. Committees for specific purposes may be appointed by the Chairperson. Such committees shall serve until the completion of the work for which they were appointed. Committees may include members of the community with particular expertise or interest, but there should be at least one Trustee on each committee.
- C. All Committees shall make a progress report to the Board at each of its meetings.
- D. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific powers to act.

Article 8: Board Meetings

- A. Regular meetings shall be held each month, the date and hour to be set by the Board. All Trustees are expected to attend all meetings of the board unless excused by the Chairperson for a particular reason.
- B. Special meetings of the Board may be called at any time by the Chairperson or upon the request of three members for a specific purpose.
- C. Executive session is available for a instances when board work includes sensitive matters or confidential information. Outside of executive session, all meetings of a majority of the Board are public meetings, during which members of the public may address the Board on any issue on its agenda, subject to reasonable rules to ensure order and civility.
- D. The Trustees shall make a report at the annual Roxbury town meeting of the library activities, of the condition of the library and of the management and expenditure of moneys as have come into their hands.
- E. A simple majority of the Trustees currently holding office shall constitute a quorum for conducting all business. If a quorum is not present at a regular meeting, the attending Trustees may set a date for another meeting to be held within two weeks, and the Chairperson shall notify the absent Trustees of this specially called meeting.
- F. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown unless circumstances make an altered order more efficient:
 - i. Roll Call of Members
 - ii. Secretary's report
 - iii. Treasurer's report
 - iv. Library Director's report
 - v. Committee reports
 - vi. Unfinished business
 - vii. New business
 - viii. Period for Public Expression
 - ix. Adjournment
- G. Agendas for regular and special meetings and minutes of meetings will be posted according to the Vermont Open Meeting Law.

Article 9: Budgetary and Financial Procedures and Responsibilities

- A. The Trustees have "full power" to spend the voter-approved appropriation from the general fund, grants of money, as well as money raised by the library through fundraising efforts, as outlined in the library budget. Money shall be deposited in the library account kept by the Roxbury Town Clerk. Payments shall be made from this account against submissions of the library director when approved by the

library treasurer of the board or upon submission approved by any two of the library trustees.

- B. The operating and financial reports for the previous year shall be presented at the regular meeting in July.
- C. The preliminary budget for the subsequent fiscal year, as prepared by the Library Director and Treasurer, should be presented to the Trustees in November each year.
- D. The final budget for the subsequent fiscal year shall be presented (and approved by the Board assuming all is in order) at the December meeting.

Article 10: Review and Amendments

These By-Laws will be reviewed annually in April. These By-Laws may be amended or repealed in accordance with the procedure set forth relating to adoption of ordinances and rules in VSA Title 24 Chapter 59, Section 1976.

Date of adoption 05-08-2018

Record of Adoption

Approved	<u>3</u>
Abstentions	<u>0</u>
Opposed	<u>0</u>

ID	Title	Frequency	Last Revision
PERS-001	Personnel Policy	Annually	07-09-2019

Roxbury Free Library Personnel Policy

Roxbury Free Library is a municipal library and the affairs of the library are managed by the Board of Trustees. The trustees hire a Library Director, who is exempt from the Town's Personnel Policy and is responsible for managing all other library employees and volunteers¹. It is our belief that the Library Director is first among the Library's valuable assets, and as such, every attempt is made to deal with the Library Director in ways that are fair, and that will nurture a mutually beneficial relationship between the Trustees and its Director. The Library is an equal opportunity employer and does not discriminate on the basis of age, sex, race, religion, color, sexual orientation, place of birth, ancestry, physical or mental condition or national origin.

This policy is not considered a contract to employment.

I. Recruitment: Any vacant employee position should be posted and advertised in local newspapers and social media stating position, pay scale, and application date deadline as well as other pertinent information. Reference checks may be made by telephone contact prior to an offer of employment.

II. Probationary Period: All employee appointments shall be made with a probationary period of 6 months. The Trustees, or Library Director, in their sole discretion, may reduce this probationary period if it is determined that a reduction is justified. One month prior to the end of the probationary period, the Trustees or Library Director will carefully review the work of the new employee. During the probationary period, the Trustees or Library Director may remove an employee who is unable or unwilling to perform the duties of the position satisfactorily or whose performance and dependability do not merit continuance in the service to the Roxbury Free Library.

III: Employee and Volunteer Job Descriptions: The Trustees are responsible for creating a job description for the library director position. The job description will be used for recruiting efforts for new directors as well as performance evaluations for employed directors. The library director will be responsible for creating job descriptions for any other employees of the library. The library director will also be responsible for creating volunteer work descriptions for library volunteers.

IV: Employee Responsibilities and Performance Evaluation: All employees and volunteers will be given a position description at the time of hire or recruitment, which shall stipulate the qualifications for and responsibilities required of the position. The

Board of Trustees or Library Director will review the description on an annual basis with the employee or volunteer, at which time any modifications deemed necessary or advisable will be made.

Annual evaluation of employees will occur in September unless otherwise scheduled by the Trustees or Library Director. After this evaluation, the Trustees or Library Director will present the employee with a written performance review. Also at this time, the employee will submit a self-evaluation, which shall detail the employee's goals for the coming year. Copies of the evaluations will be kept in the employee's personnel file.

V. Termination: The Trustees may dismiss the Library Director and the Library Director may dismiss any employee or volunteer if the position is eliminated or if the employee or volunteer becomes unable to perform the duties of the position. Volunteers work with the status of "at will" employees and the Library Director has the right to terminate the volunteer's working association with the Library at any time, for any reason. The Trustees or Library Director shall provide such employee or volunteer with written notice of the intent to dismiss the employee or volunteer and the reasons for such dismissal. The Trustees or Library Director shall also provide the employee or volunteer an opportunity to meet to review the reason for dismissal. Following such meeting, the Trustees or Library Director shall provide the employee or volunteer with written notice of the decision. The Trustees' or Library Director's decision shall be final.

VI. Grievances: It is the intent of the Trustees of Roxbury Free Library to address grievances informally. Employees are encouraged to make every effort to resolve problems as they arise. It is recognized, however, that grievances may occur, which will be resolved only after a formal appeal and review. A grievance is any matter considered by the employee or volunteer as grounds for complaint. An employee who believes that inequitable treatment has been received because of some condition of employment may personally or through representatives appeal for relief from that condition to the Trustees or Library Director.

VII. Pay and Benefits: The employee's pay rate will be based on qualifications and experience and determined each year during the budget planning process by the Trustees or Library Director. Also to be determined at that time will be the hours of combined time off, and the amount of money available for training and professional development.

VIII. Volunteers: The Roxbury Free Library Board of Trustees recognizes that volunteers are a valuable resource for the Library. Their energy and talents help the Library meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Volunteer services aid the Library in making the best use of its fiscal resources and help connect the Library to other

community groups and organizations. Volunteers can also be valuable advocates for the Library in the community. The Library and its volunteers must work together to ensure a successful relationship. Library staff will continually work to recognize the contributions of Library volunteers and seek to expand the Library volunteer group as needed.

IX. Public Library volunteers are coordinated by the Library Director, or designee, and must be at least 14 years of age. Junior volunteers under the age of 14 required to perform service for specific programs are accepted on a short-term basis. Parents of junior volunteers must sign consent forms for their children to perform service hours at the Library.

Each volunteer must complete an application which will be kept on file in the Library. Volunteers may also be interviewed to determine their interests and levels of experience. Volunteer talents, experience, availability and interests will be considered in job assignments.

X. Library volunteers are bound by the rules contained in all Library policies and guidelines, especially those that relate to patron privacy and confidentiality. Library volunteers are recognized by the public as representatives of the Library and will be guided by the same work and behavior policies as employees. Library volunteers will be familiar with the Library's "Library Volunteer Guidelines" document.

XI. The Library accepts volunteers requiring court ordered community service at the discretion of the Library Director. Court ordered community service volunteers are required to be interviewed by the Library Director prior to being accepted for service. Junior volunteers under the age of 18 required to perform service for specific programs are accepted on a short-term basis. Parents/guardians of junior volunteer must sign a consent form for their children to perform volunteer service hours at the Library.

¹ Volunteer means an individual not employed by the library who works on an occasional or regular basis in the library to assist the staff. A volunteer works without compensation or economic benefits provided by the library. In accordance with the Fair Labor Standards Act volunteers do not displace regular employed workers or perform work that would otherwise be performed by regular employees. In addition, paid employees cannot volunteer to provide the same type of services to the RFL that they are employed to provide.

Addendum A: Personal Acknowledgment

I,		acknowledge that:
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I received a copy of the Roxbury Free Library's Personnel Policy on _____;

I have been given the opportunity to ask questions about said policy and I have been provided with satisfactory information in response to my questions;

I understand that the language used in this personnel policy is not intended to create, nor should it be constructed to create, a contract of employment between myself and the Roxbury Free Library

I acknowledge that the Roxbury Free Library reserves the right to add, amend, or discontinue any of the provisions of this policy for any reason or none at all, in whole or in part, at any time, with or without notice;

I acknowledge that I understand the Roxbury Free Library's Personnel Policy and I agree that I will comply with all of its provisions.

Signature

date

Date of adoption 07/09/2019

Record of Adoption

Approved 4 (Jeanne Beckwith absent)

Abstentions 0

Opposed 0

ID	Title	Frequency	Last Revision
PERS-002	Director Job Description	Annually	07-09-2019

ROXBURY FREE LIBRARY

Roxbury, VERMONT

POSITION: LIBRARY DIRECTOR

The Library Director is responsible for the administration, supervision and coordination of all activities and services of the library and for carrying out the policies adopted by the Library Board of Trustees.

MAJOR RESPONSIBILITIES AND DUTIES

Service to the community

Participate in long range planning in conjunction with the Board of Trustees

Develop procedures for the smooth running of the library

Develop a collection of interesting materials in various formats

Maintain the collection

Provide reference, interlibrary loan, readers' advisory and referral services

Assist patrons to use library materials and technology

Develop programs that appeal to a variety of community members

Promote and publicize the library's services, activities and resources

Oversee the scheduling and use of the library after hours

Oversee the library physical structure, internally, externally and surrounding grounds for the purpose of facilitating building maintenance.

- I. Maintain the library web page
- II. Maintain library computers and offer basic computer and internet training for patrons
- III. Maintain the automated library system

Support and implementation of library policy

- I. Participate in monthly Board of Trustees meetings
- II. Maintain the policy file, passing policy information to staff and volunteers as appropriate, answer the public's questions about policies

Fiscal responsibilities

- I. Collaborate with the library treasurer to develop an annual budget for Board of Trustee approval
- II. Track expenses and review and approve invoices
- III. Receive cash donations, fees and other income
- IV. Develop alternative library funding

Hiring, supervision and training staff and volunteers

- I. Recruit and oversee employees
- II. Manage volunteers
- III. Maintain a procedure manual for staff and volunteers and train all staff and volunteers

Formal Reporting

- I. Prepare monthly reports for the Board of Trustees
- II. Collect and analyze library statistics
- III. Complete reports, surveys and requests for information from state and federal library agencies and associations

Continuing Education

- I. Attend workshops and conferences related to library needs and inform volunteers and Board of Trustees of any workshops or meetings that might be of interest to them
- II. Affiliate with the Vermont Library Association and the American Library Association
- III. Stay abreast of developments in the library field for children and adults through current professional journals, Vermont Department of Library publications etc.

Perform other duties the Board of Trustees deems necessary for the efficient operation of the library

QUALIFICATIONS

Library science degree or Vermont Library Certification preferred.

Date of adoption 07/09/2019

Record of Adoption

Approved	<u>4</u> (Jeanne Beckwith absent)
Abstentions	<u>0</u>
Opposed	<u>0</u>