

# **BANCROFT PUBLIC LIBRARY**

## **RESPONSIBILITIES OF THE DIRECTOR**

The Board of Trustees of Bancroft Public Library shall appoint a Library Director who shall be the executive officer responsible for enforcing the policies of the Board and shall have charge of the administration of the library under the direction and review of the Board. The Director shall be responsible for the care of the Library and equipment; for the employment and direction of the staff; for the efficiency of the Library's service to the public; and for the operation of the Library under the financial conditions contained in the annual budget.

The Director shall render and submit to the Board reports and recommendations of such policies and procedures, which in the opinion of the Director will improve the efficiency and quality of library service. The Director shall attend all Board meetings, except the portion of the meetings at which the Director's appointment or salary is to be discussed or decided.

All employee records are to be securely stored with the Town of Salem as per the Town of Salem employee record handling policy and all new employee applications and personnel records will be given to the Town of Salem to be securely stored in conjunction with said Town's employee record handling policy.

**Adopted:** July 11, 2017  
**Revised:** May 10, 2022