

POLICY REGARDING THE INDEPENDENT ROLES  
OF THE BOARD OF LIBRARY TRUSTEES  
THE LIBRARY DIRECTOR  
and  
THE FRIENDS OF THE J. V. FLETCHER LIBRARY, Inc. BOARD

The intent of this document is not to detail the specific duties and responsibilities of the parties aforementioned, but to summarize the independent roles of the Board of Library Trustees, the Library Director and the Board of the Friends of the J. V. Fletcher Library, Inc.; a detailed documentation of responsibilities may be found in the Trustee Manual, the Library Personnel Job Descriptions, the Friends of the J. V. Fletcher Library, Inc. By-Laws, and the Memorandum of Understanding between the Board of Library Trustees and the Friends of the J. V. Fletcher Library, Inc.

*I. The role of the Board of Library Trustees will be as follows:*

A. Acting as Legal Representatives of the J. V. Fletcher Library and as official civic advocates of its service program.

B. Developing Library Administrative and Program Policy and setting Goals and Objectives for service.

C. Management of, and authorization of expenditures from, Trust Funds; management of the Fine Arts and Historical Arts assets of the Library.

D. Selection, hiring and evaluation of the Library Director,

E. Determination, with the Director, of service priorities for preparation of annual budgets, recruitment to staff, program development and facilities management.

F. Ultimate oversight of Trust Fund expenditures primarily in the nature of:

1. Public Programming

2. Continuing Education and Staff Development

3. Fine Arts Assets and Historical Conservation

4. Public Relations relating to Long-Range Goals and Objectives

5. Equipment, Facility and Specialized Expenditures

6. Library Print Materials

*II. The role of the Library Director will be as follows:*

A. Management and development of library personnel, budget and facilities resources on a daily basis.

B. Implementation of all service, program and administrative policies as determined by the Board of Library Trustees.

C. Execution of all Town by-laws and any legislation or contractual agreements pertaining to the library department and library personnel.

D. Formulation of, implementation of, and judicious overseeing of all budgetary matters.

BOARD.1 (cont.)  
INDEPENDENT ROLES (Cont.)

- E. Budget expenditures primarily in the nature of:
1. Salary compensation
  2. Print and Non-print materials
  3. Supplies
  4. Facilities Management
  5. Service program support

*III. The role of the Friends of the J. V. Fletcher Library, Inc., a 501(c)(3) auxiliary charitable organization, will be to help the Library serve the community as follows:*

- A. Advocacy and promotion of the Library
- B. Volunteer service to support the Library's resources
- C. Fundraising and expenditures to enhance the Library's programs, services and facilities, not to be used in lieu of Town appropriations

**SUMMARY:**

Determination of long-range goals and policy, legal and civic advocacy of the library and its services, Trust Fund management and setting the future direction of the library through its selection and supervision of the Library Director is the primary role of the Board of Trustees. Daily management of the library department, expenditure of town-appropriated funds and implementation of the long-range goals set by the Trustees is the primary role of the Library Director. Enhancement of the library's program through advocacy, public relations, promotion and fundraising is the primary role of the Friends of the J. V. Fletcher Library, Inc.

Approved by the Board of Trustees 9/8/87.

Approved by the Board of the Friends of the J. V. Fletcher Library, Inc. 10/15/87.

Vote Reaffirmed 9/4/90.

Revised by Board of Library Trustees 1/7/92; 2/5/07.

Revision Approved by the Board of the Friends of the J. V. Fletcher Library, Inc. 9/20/2018.

Revision Approved by the Board of Library Trustees 10/1/2018.