**Centralia Community Library**

**Respective Duties of Trustees and Library Staff**

* The board employs a library director who meets the stated requirements and has the required skills.
* The director hires and supervises staff according to policy and utilizes the skills and initiative of the staff members to the library’s advantage.
* The board adopts personnel policies and a personnel handbook, making sure that they concur with local, state, and federal laws that relate employment practices.
* The director provides board with recommendations and materials to review and maintains the adopted policy manuals.
* The board provides an adequate salary schedule and fringe benefits for all employees.
* The director suggests improvements needed in compensation and working conditions.
* The board supports and authorizes in-service training and professional development for both staff members and trustees.
* The director recommends appropriate opportunities and specifies available funding for training and development.
* The board notifies appropriate authorities of vacancies on the board, recommends qualified candidates, if appropriate, and participates in the orientations of new board members.
* The director participates in the orientation of new trustees.
* The board develops criteria for evaluating the library director’s performance and reviews director’s effectiveness.
* The director maintains up-to-date job descriptions and complete personnel records for all staff members.