Amagansett Free Library

# Policy on Library Governance and Administration

The Board of Trustees (Board) governs the Library by establishing policy, financial oversight, and strategic direction. The Library Director (Director) administers the Library by managing day-to-day operations and implementing the Library's policies and vision.

## I. Director Responsibilities

The Director is the Chief Executive Officer (CEO) of the Amagansett Free Library and is responsible for the administration and management of Library operations in accordance with New York State Education Law, the Regulations of the Commissioner of Education, Library bylaws and policies, and as described in the Handbook for Library Trustees of New York State (2023 ed.).

The Director's responsibilities include:

- Ensuring the Library environment is welcoming and professional, and its facility, materials, collections, programs, and services are responsive to the needs of the Amagansett community.
- Attending all Board and committee meetings, and keeping the Board informed of operational, fiscal, staffing, facility, and advocacy matters.
- Establishing priorities, and keeping the Board apprised of the Library's status through Director reports at regular Board meetings.
- Recommending policies to the Board, and implementing Board-approved policies.
- Negotiating contracts with vendors for necessary services and serving as primary liaison for contracts and vendor relationships with Board knowledge and authorization.
- Overseeing the care and maintenance of Library facilities, equipment, and property.
- Developing and managing the Library budget in consultation with the Board.
- Performing budgeting, financial, and purchasing functions for the Library, and responsibility for the care, custody and control of Library funds, including investments, in accordance with Board directives and New York State statutes.
- Supervising the selection, training, management, meetings, and evaluation of all library staff.
- Assuring staff are properly trained, and promoting individual employee growth and professional development.
- Ensuring qualified staff curate, evaluate, and manage robust collections, events, and service programs.
- Representing the Library within professional, community, business, civic, and governmental groups and organizations.
- Envisioning and interpreting community needs for future developments and growth.
- Other related duties as directed by the Board.

## II. Board Governance and Communication

The Director reports to the Board as a whole. The Board communicates their instructions through majority votes at Board and committee meetings. The Board President (or a designee) is the primary point of contact for the Director between Board meetings.

The Director will notify the Board President between meetings of incidents that may involve legal liability, major financial impact, significant safety concerns, or substantial public attention.

## III. Evaluation

The Board shall conduct, at minimum, an annual performance review of the Director based on a self evaluation from the Director and input from the Board.

*Approved April 17, 2026*