

Policy Statement Governing Board-Director Relations

Following are the basic, continuing policies established by the Hicksville Public Library Board of Trustees regarding the duties, responsibilities of the Board of Trustees and the Director of the Library.

- A. General Function of the Library Board of Trustees.
 - 1. To interpret the will of the community regarding the services of the library.
 - 2. To inform the Director of community concern.
 - 3. To interpret the policies of the library to the community.
 - 4. To carry legal responsibilities for the library and to act as its legislative body.
 - 5. To establish and periodically review library policy.
 - 6. To be responsible for the direction of the library services within the community.
 - 7. Ensure that the library has a community-based strategic plan with implementation and evaluation components.

- B. Library Policy
 - 1. Since the purpose of policy is to contribute to the realization of library goals and objectives, it will be carefully studied and planned cooperatively by the Director, the staff and the Library Board.
 - 2. The objectives and goals of the library and its service to the community will be principal considerations in formulating policies.
 - 3. Responsibility for recommending policy lies with the Director.
 - 4. The Director and the Board share the responsibilities of establishing and revising policies with the final responsibility and approval resting with the Board of Trustees.

- C. Library Finances
 - 1. The Director is responsible for drawing and recommending the annual budget to the Board.
 - 2. Responsibility for final approval of the budget lies with the Board of Trustees.
 - 3. Expenditures of an unusual nature such as large equipment, building renovations and repairs, etc. are recommended by the Director for approval by the Board.
 - 4. The Director shall keep the Board advised concerning the financial status of the Library.

- D. Administration of the Library
 - 1. The Library Board appoints the Director in accordance with Nassau County Civil Service regulations.
 - 2. The Director is the Library's chief administrator with full responsibility for the carrying out of:
 - a. Programs and Public relations
 - b. Planning and implementation of Library Services
 - c. Selection of library materials.

- d. Personnel management
- e. Building maintenance
- 3. In administering these activities, the Director is bound by library policy and by the discretionary powers of the Board of Trustees as legislative body, and subject to financial limitations.

E. Advocacy

- 1. The Library Board promotes the mission of the library within the community.
- 2. The Director promotes the mission of the library within the community and educates the library board and community regarding local, state, and federal issues that impact the library.

Adopted by the Board of Trustees May 20, 1992

Revised by the Board of Trustees February 13, 2025