

ORGANIZATION AND ADMINISTRATION

Board of Trustees

The Islip Public Library is governed by a Board of Trustees consisting of five members who are elected by the taxpayers of the Islip Union Free School District for a term of five years each. Trustees service without remuneration of any kind. Legal responsibility is vested in the Board of Trustees which is the policy making body of the Library. The Board's responsibilities include selection and appointment of a Director, promotion of Library interests, securing funds adequate for a progressive and expanding program, adoption of an annual budget for presentation to the taxpayers, and control of library funds, property, and equipment. The Board has the authority to determine the policies which control the rules and regulations governing Library service, to set salaries, and to make all personnel appointments upon considering the recommendation of the Director.

Board members are expected to attend all Board meetings. Regular meetings of the Board are held on the second Thursday of each month and are open to the public.

Trustees and their family members are prohibited from being employed by the Library. Trustees and their family members are prohibited from doing business of any kind with the Library.

Library Director

The Library Director is the administrative head and chief operating officer of the Library and is directly responsible to the Board of Trustees. The Director attends monthly Board meetings and acts in an advisory capacity to the Board on policy, operational, fiscal, staffing and facilities matters. The Director's duties are to carry out the policies and decisions of the Board both as they affect the general public and the library staff. The Director is responsible for the preparation of the proposed annual budget; administering expenditures of funds within budgetary constraints; maintaining custody and control of all Library funds; preparation of monthly agendas in conjunction with the Board President; envisioning and delivering quality programs and services to the public; developing a collection that meets the needs of the public while ensuring the judicious expenditure of funds; ensuring that the staff is responsive, pleasant and professional; creating a pleasing library environment and well-maintained facilities; supervising the preparation of reports and data collection for the Board; and assisting in the orientation and education of Board members.

The Director is in charge of all personnel, for assignment of duties, for maintaining staff *esprit de corps*, service standards and staff development. She/he selects new staff members and recommends their appointment to the Board. The Director may also recommend salary increments to be approved by the Board.

The Director has charge for the care of the building and equipment and for the efficacy of the Library's service to the public. The Director shall act on emergency matters in consultation with the Board President, if possible, and shall inform the other Trustees as soon as possible.