

Goffstown Public Library
DIRECTOR REMOVAL FROM POSITION POLICY

It is the responsibility of the LBOT to oversee the Library Director. The Library Director is ultimately responsible for the collection, the staff and the atmosphere of the library in service to the town of Goffstown, under the authority of the LBOT. When the LBOT determines that the best interests of the community are not being addressed under the Library Director, it is incumbent upon the LBOT to remove the Library Director with efficiency and only after careful consideration of the facts and historic record.

As specified in RSA 202-A: 17: only the Board of Trustees may vote to terminate the employment of the Library Director. Grounds for termination include "malfeasance, misfeasance, or inefficiency in office, or incapacity or unfitness to perform his/her duties."

The LBOT shall maintain performance evaluation records for the duration of the Library Director's employment. Evaluations will be conducted quarterly throughout the Trial Period. Evaluations will be conducted annually thereafter until such time as either the performance score is unacceptable, or at least three LBOT members request a Vote of Confidence to the Chairman of the Board. At that time, the board will convene in Non-Public session to discuss the concerns and propose an Action Plan for Improvement or an Investigation.

Definitions of Grounds for termination:

- Malfeasance is hostile, aggressive action taken to injure the library's interests.
- Misfeasance is to take inappropriate action or give intentionally incorrect advice.
- Inefficiency in Office is to conduct the leadership of the library operations in such a way as to create demonstrable imbalance between the mission of the library, the use of available funds and the needs of the community and library stakeholders.
- Incapacity or unfitness is to ignore and take no indicated action - neglect.

The Board of Trustees shall provide the Library Director with written notice of the grounds for termination signed by a majority of the Board of Trustees and delivered not less than fifteen (15) nor more than thirty (30) days prior to the effective date of discharge.

Upon receipt of such notice and within thirty (30) days thereafter, the Library Director may request, in writing, a hearing to be held within thirty (30) days of the receipt of the request. The hearing will be held in non-public session unless the Library Director requests that such hearing be held in public session.

Upon the due hearing, if the Board of Trustees shall find good cause for discharge of the Library Director, they shall order his/her discharge or removal from office.

There shall be no change in the salary of the Library Director during the proceedings for

discharge or until the final effective date for discharge or removal.

An Interim Library Director may be contracted by the Board of Trustees if necessary.

Approved Board of Trustees November 14, 2012
Revised & approved June 18, 2014, April 19, 2017