

## GPL Trustees (and their family members) as Volunteers at or Employees of Goffstown Public Library

Goffstown Public Library recognizes the value and need of volunteers to assist in the promotion of the library and some of the “extra” efforts that are not within a regular employee’s purview. The Library Director and lead staff have specific operational policies and guidelines to maintain a consistent and professional relationship with library volunteers.

The Library Board of Trustees, essentially elected volunteers, have certain responsibilities, including the appointment of a librarian to oversee the day-to-day operation of the library. According to NH RSA 202-A:17, library employees can only be removed by library trustees through the Director.

Therefore, to avoid a direct conflict of interest, any member of the sitting Board of Trustees may not act as a volunteer in the library unless:

- the volunteer duties are clearly defined in a volunteer agreement,
- and the volunteer job is in no way related to the duty of a trustee.

The Goffstown Library Board of Trustees is sensitive to the confusion and risk inherent in a regular Library Employee supervising a volunteer Trustee (who has been entrusted with employment and remuneration responsibilities for all Library employees).

Furthermore, this policy expressly prohibits elected trustees to be paid employees of the library during their tenure as trustee, and that immediate family members (as defined in the Personnel manual) of trustees cannot work as employees of the library for the duration of the elected trustee’s tenure.

First draft and committee review 6/3/2011

Approved by Board of Trustees 6/15/2011; Revised & approved June 18, 2014

Reviewed & re-affirmed May 17, 2017; Revised & approved March 20, 2019