

HIRING OF DIRECTOR POLICY

It is the responsibility of the LBOT to oversee the hiring of the Library Director. Responsibilities of the **Library** Director are broad and defined in writing in the job description which is reviewed and updated periodically by the LBOT. 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.

Upon notice of a pending vacancy in the **Library** Director's position the LBOT shall:

1. Review the current **Library** Director's job description and Long Range Library plan and discuss any changes necessary to reflect the current and future needs of the library and community, noting goals attained and skills necessary for new Library Director in striving for future Library goals.
2. Contact the State Library or Regional GMILCS consortium to notify them of the anticipated vacancy and solicit assistance if the board so chooses.
3. Establish parameters of a competitive salary range, benefit package, work schedule for the first six months of a new hire's employment.
4. Establish an ad hoc Search Committee to spearhead the process of nominating a new Director to the full board. The Search Committee will recommend process and candidates to the full board of trustees, but will have no authority on its own. The Search Committee will consist of:
 - i. a representative of two committees of the Board of Trustees,
 - ii. a representative of current staff,
 - iii. a community representative,
 - iv. a member of the Friends of the Library.

The Search Committee will:

- propose a calendar of process: posting, interviewing, checking references, evaluating applicants, scheduling interviews,
- bring forward a reasonable budget for the search and hiring process, including but not necessarily limited to costs of advertising, travel expenses for final candidates or committee members, background and reference check costs,
- draft advertising material and propose posting sites for those advertisements,
- draft a uniform list of questions for the interview of candidates, draft a uniform list of questions for contacting references,
- solicit approval to speak with current and past colleagues of applicant,
- draft a uniform list of questions,
- evaluate applicants, interview candidates, and propose finalist(s) to the LBOT for hiring,

- remain ever vigilant of laws of State of NH re: employment non-discrimination,
- review most current NH laws re: minimum educational qualifications for Library Director,
- maintain compliance with public posting of meetings, minutes thereof, and keep full LBOT a ware of progress.

The LBOT shall:

- Clarify the Trial period, performance evaluation procedure, salary and all other terms of employment in writing to final candidates.
- Interview finalist(s) in person, deliberate and make final hiring decision.
- The Chair of the Board of Trustees or designee shall contact the selected applicant and confirm the job offer and start date in writing with employment contract detailing certification requirements; notice shall be given immediately to non-selected candidates after signed contract is received.
- Establish an orientation program for new Library Director
- The board and the Library Director shall mutually determine short- and long- term goals for the Trial period and conduct quarterly evaluation discussions throughout.
- Upon successful completion of the Trial period, regular, annual performance evaluations shall be conducted in accordance with LBOT policies.

Approved November 14, 2012 by Board of Trustees

Revised & approved June 18, 2014, April 19, 2017, May 20, 2020.