

Section 4	Relationships
Public Policy and Procedure Manual Approving Authority: Morris Area Public Library District Board of Trustees	Effective Date: 01/05/2010 Reviewed and Revised: 08/03/2010

Board of Trustees--Library Director Relationships

A. Board of Trustees

- a. Duties and Responsibilities
 - i. The Board is the legal policy-making body.
 - ii. The Board shall select and employ the Library Director.
 - iii. The Board shall encourage improved public relations and shall be concerned about interpreting the Library program and its facilities to the community.
 - iv. The Board shall lead the way in maintaining an ample budget, which will enable the Library to meet its ever-increasing needs for service. It shall also be responsible for the administration of the budget.

B. Library Director

- a. Duties and Responsibilities: The Director shall administer the policies, procedures, protocols, and plans adopted by the Board. Among duties and responsibilities of the Director are ensuring compliance with federal, state, and local laws; hiring personnel; directing, supervising and disciplining of all personnel; monthly and annual reports as required by the Board; and recommending such policy, procedure, protocols, and plans as will promote the efficiency and service of the Library.
 - i. Director's Authority to Spend Policy
 - 1. The Director of the Morris Public Library must seek contracts for all services provided to the Library. All contracts must be approved by majority vote during a full meeting of the Library Board and signed by both the Director and the Board President.
 - 2. The Director should endeavor to acquire local bids whenever possible for contracts. The Morris Public Library may spend in excess of \$20,000.00 only after completing the formal bid process as described in Illinois Law.
 - 3. The Director of the Morris Public Library is authorized to spend up to \$2000 on emergent building needs in the first 48 hours of an emergency. In the event of an emergent situation the Director will also follow the Communications Policy, which states the Director has latitude to handle the situation provided the Director notifies the President at the first possible convenience by phone after the event has occurred. Once the situation is no longer urgent, the Director will write a report of the incident, which should include any amount spent on mitigation efforts, and email it to the President and BCC the members of the Board.
 - 4. The Director has the authority to spend according to the annual Board-approved budget and must notify the Board monthly with a report of expenditures. Any

expenditures not accounted for in the annual budget must be approved in advance by the Board.

C. Public Library—School Relationships

- a. General
 - i. The Morris Area Public Library District is aware of the important role a public Library plays in serving school children. Within the limits dictated by the responsibility of the public Library to serve the full community, the Library considers such services among its most important functions.
- b. Services
 - i. The Library will accommodate visits of classroom groups to the Library. Such visits should be scheduled a week in advance. It is suggested that the teacher concerned consult the Library Director for instructional materials available to aid in planning the visit.

D. Public Relations

It shall be the responsibility of the Library Board of Trustees and Library Director to encourage and implement sound public relations policies with the community, individual citizens, civic groups, organizations, schools, and public officials.

- a. Objectives
 - i. To encourage and promote the use of the Library and its services.
 - ii. To maintain and insist upon high standards of personnel performance.
 - iii. To initiate cooperation with community organizations and individuals.
 - iv. To keep the Library Director and staff informed of community trends and interest.
 - v. To present to the public the Library program and to actively work toward the attainment of public support for the Library.
 - vi. To be constantly concerned about and to strive to create favorable public opinion.
- b. Policies
 - i. Responsibility for representing the Library to the press rests solely with the Board, the Library Director, and the Assistant Director; no other employee may act as spokesman for the Library unless specifically delegated such function by the Board.
 - ii. Feature stories, news events, or other information to be released to the press should originate with the Board or the Library Director.
 - iii. Personnel associated with the Library will, as public servants, be friendly and courteous and will conduct themselves in such manner as reflects credit on the Library.
 - iv. Constant and consistent communication with the local newspaper and other mass media should be made.
 - v. Advantage should be taken of all newsworthy events to create favorable publicity for the Library.
 - vi. Acknowledgment of gifts should be made promptly and publicized when appropriate. Attempts may be made to invite contributions.
 - vii. Maximum use of Library facilities and services should be encouraged, consistent with operating limitations.