

WORKING AS A TEAM

How to avoid micro-managing situations

RESPONSIBILITY	BOARD OF TRUSTEES	DIRECTOR
Mission and Long-Range Plans	Develops with director; approves; enables implementation; tracks progress	Develops with board; implements; reports progress
Day-to-day Operations	Establishes policies; Recommends to Director	Chief Administrative Officer
Policies	Develops; approves; periodically reviews	Recommends; implements
Budget	Develops with director; allocates; approves; presents; approves capital purchases; retains legal responsibility	Develops with board; presents; recommends capital purchases; administers; maintains audit trail; prepares reports
Personnel	Hires all staff. Recruits, supervises director; sets all terms of employment; final grievance appeals; sole dismissal authority	Recommends for hire; supervises other staff; responds to grievances; schedules all work; maintains all records
Building	Entire custody and management; budgets for repairs; plans for renovation and expansion; signs contracts	Oversees; obtains bids; board-authorized to do emergency repairs to a given amount; monitors cleaning
Collection	Approves collection development plan; knowledgeable about and budgets for the collection	Develops plan, submits to board; recommends budget allocation; authorizes purchases
Public Relations	Community representatives; advocates for library	Develops ongoing plan; submits news; spokesperson for operations
Local Government	Develops and maintains relationships; acts as total board to speak for library needs	Develops and maintains relationships; assists officials with library services; spokesperson regarding operation and services