

Randall Library – Stow, MA
100-00014 – Rev 02 – August 2023
Human Resources Responsibilities of the Randall Library Director

The Human Resources Responsibilities of the Randall Library Director Policy

The Randall Library Board of Trustees grants the Randall Library Director authority to recommend library personnel hires and terminations directly to the Town Administrator.

Per the Massachusetts Board of Library Commissioners (MBLC) (<https://mblc.state.ma.us/for/trustees.php>), the human resources responsibilities of a Library Director in Massachusetts include the hiring, supervision and evaluation as well as recommendation for optimal salary and working conditions for all library staff.

In order to remain compliant with the dictates of the MBLC, the Randall Library Board of Trustees authorizes the Randall Library Director to make hiring and dismissal recommendations directly to the Town Administrator.

The Board will continue to be actively involved in the administration of library personnel, including the hiring and evaluation of the Director, determining and advocating for optimal salary and benefits for employees, overseeing the adherence to established personnel policies and conducting annual reviews at the Library. The Randall Library Director will continue to be responsible for bringing to the attention of the Randall Library Board of Trustees at a publicly posted meeting issues and suggestions pertaining to any human resource issue at the library.

Adopted on 11/14/2018

Reviewed on 8/1/2023