

**ADMINISTRATIVE CODE**  
**Library Committee**

**A. Membership**

The Library Committee shall be comprised of seven (7) members appointed by the Select Board in accordance with Section 2 of the Town Charter. Members shall be appointed for staggered three-year terms. The Library Committee may also include two Associate members to be appointed by the Select Board. Associate members shall not be voting members of the Library Committee but shall be eligible for appointment to full membership to fill vacancies on the Library Committee. Library Committee membership shall reflect as diverse a range as possible of community stakeholder groups and town-wide population demographics.

**B. Duties and Responsibilities**

**The Library Committee shall:**

1. Provide policy guidance to the Library Director relating to the provision of library services to the community and make recommendations concerning the general operation of the Library including the hours of Library operation.
2. Provide recommendations to the Town Manager concerning the general operation of the Library, consistent with applicable law and regulations. Review on-going operations regularly and suggest improvements in operations to more efficiently utilize resources or improve service to patrons.
3. Assist the Library Director in developing a comprehensive financial operating plan to be recommended to the Town Manager. The plan should include use of revenue from all sources directed for use by the Town for library services, including gifts, grants, donations, fines, and other income. Review grant applications by the Town relating to library services prior to submittal.
4. Act as a liaison to the Library Corporation in regard to building and facility needs as identified in strategic planning. The Library Corporation will inform the Library Committee as to matters under consideration for the renovation or expansion of Library facilities which may impact Library operations, increase Library staffing, or materially impact the Town's operating costs.
5. Establish policies concerning acquisition, circulation, retention and preservation of Town owned library materials. Establish a schedule of fines and fees relative to library services, to be reviewed from time to time. Recommend methods of using new technologies to improve service and enhance operations.
6. Assist the Library Director with any special studies relating to library services as needed, including strategic planning. Engage the Library Corporation, Friends of the Library and the community in the strategic planning process.
7. Serve as the Town's liaison with other governmental units, institutions and private groups in matters concerning library services.
8. Submit an Annual Report on library activities for incorporation into the Annual Town Report.

9. With the approval of the Select Board, appoint such special advisory committees to examine specific aspects of library service as may be desirable from time to time. Such special advisory committees are intended to draw upon resources available in the community including the Library Corporation and may include citizens who are not members of the Library Committee.
10. Comply with the requirements of the Open Meeting Law, Public Records Law, Conflict of Interest Law, and all other regulations and laws of the Commonwealth and the Town of Concord applicable to Town Committees.

### **C. Relationship with Library Staff**

The Library Director is appointed by the Town Manager and shall have responsibility for the day-to-day operation of the Library. The Town Manager is responsible for supervising all Town staff, in accordance with relevant bylaws, regulations, and personnel policies. The Library Committee shall assist the Library Director in ensuring the effective operation of the Library by providing policy guidance and recommendations.

The Library Director is expected to attend meetings of the Library Committee, to keep the Library Committee informed of general activities within the Library, and to seek the Library Committee's guidance concerning operation of the Library.

A standing invitation shall be issued for a representative of the Library Corporation to provide an update to and communicate with the Library Committee as a standing part of the Committee agenda.

The Library Committee shall provide input to the Town Manager concerning the Library Director's performance at the time of the annual performance evaluation for managerial staff.

Due to the unique historical and cultural qualities of the Concord Free Public Library, and due to the critical role of the Library, and due to the critical role the Library Director plays in maintaining a spirit of cooperation and collaboration among the Library Committee, the Library Corporation, staff and volunteers, the selection of an appropriately skilled Library Director is essential to the Library's effective performance of its mission. Therefore, the Town Manager agrees to consult with the Library Committee prior to and during the course of the recruitment for a permanent Library Director