Our mission is to exceed the expectations of our customers, the taxpayers, by operating at the highest levels of accuracy, cost-effectiveness, and accountability in a customer-centered environment.
How to start a search for director:

1. Hire a library consultant or recruiter.
2. Charge the personnel committee with the search or appoint a separate search committee.
3. The search committee may involve others from beyond the board.
4. Or, you might wish to use the entire board as the search committee.
Developing job requirements:

- Consider the following:
  - Experience successfully working with library boards
  - Demonstrated knowledge of budget preparation, policy development, administration and employee supervision
  - Library experience in the following areas: public service, technical services, public relations, and automation
  - Demonstrated leadership ability and dependability
Organizing the search:

- Agree on salary and benefits range
- Construct time line
- Designate who is responsible for each task
- Create the advertisement and post
- Compile a list of interview questions
Conducting the Search:

- Review all applicants and narrow the pool
- Schedule interviews
- Conduct interviews
- Grade or score candidates
- Check references
- Search committee reports to the full board
Finalizing the search

- Full board to meet with final candidate
- Chair makes an offer
- If accepted, formal letter from chair
- Correspondence to unsuccessful candidates
- Orientation for new director
Typical reasons for termination:

- Incompetence
- Insubordination
- Ignoring board policies
- Excessive tardiness or absenteeism
- Untreated or active alcoholism or addiction
- Harassment
- Theft
- Discrimination
- Sleeping on the job
- Verbal or physical abuse
Factors to consider before dismissal:

- Was notice given to the director?
- Was the reason related to library employment?
- Was there an investigation and documentation?
- Was the investigation fair and objective?
- Was there proof of a violation?
- Is there equal treatment of other employees?
- Is this an appropriate disciplinary action?
Decide before termination:

- Will you allow the director to resign rather than being fired?
- Will you agree to provide a reference or at least verifying that they were the director for a time period?
- Will you agree to severance pay?
- Will you agree to extending health insurance for a period?
Termination letter:

- Should include;
  - Restatement of performance issues
  - Statement of negative effects on the library
  - Specific expectations that have not been met
  - Description of any counseling or training provided
  - List of corrective action agreements
  - Statement of board motion to terminate
  - Settlement agreements
  - Effective date of termination