

Day to Day Operations Board Requests for Information

The Board establishes library policies and concerns itself primarily with questions of policy rather than with administrative matters. The Library District's Executive Director is charged with the administrative responsibility to implement the Board's policies, rules, and regulations effectively in the day-to-day operations of the library. Board members should respect the Board's commitment to implement its policies, rules and regulations through the Executive Director and to rely on the Executive Director to handle the administrative functions of the Library District.

Board members shall work directly with the Executive Director rather than staff and shall not participate in the day-to-day operations of the Library District. Board member requests for information concerning Library District operations, programs and/or affairs should be directed to the Executive Director rather than to other Library District employees. Inquiries, complaints and other communications made to Board members by residents or employees of the Library District should be referred or turned over to the Executive Director for investigation and disposition or for his or her recommendation as to disposition by the Board. Electronic means will be used whenever possible to disseminate the information requested within the parameters of Library District policy and applicable laws.