

Soldiers Memorial Library
Policy Manual
Hiram, Maine – October 2022

Including revisions of 2004, 2009, 2014, March 2015, March 2019, November 2020 and October 2022.

INTRODUCTION

The objective of this policy manual is to serve as a guide for the Board of Directors of the Friends of Soldiers Memorial Library, also known as the Hiram Cultural Center Board, hereinafter referred to as the “Board.” The intended use is for the management of the public library of Hiram, Maine - the Soldiers Memorial Library, hereinafter referred to as the “Library.” It will also be of use to the Library Director, who is also the Librarian, and others who are involved in the Library’s operations. For the purposes of operations, planning and conduct of Library business, this Policy Manual shall be used in conjunction with the Bylaws of the Friends of Soldiers Memorial Library.

MISSION STATEMENT

The Library’s mission shall be to provide library materials and services to all Hiram residents. This shall include the materials which are housed at the Soldiers Memorial Library, Main Street, Hiram, as well as other accessible materials, information and services available through the Internet, Interlibrary Loan, the Maine Regional Library System, and the Maine State Library. As a town service, partially supported by the local taxes, the Library shall provide general reading materials for all age levels for home use, access to reference material in the Library collection, access to computer and Internet services, and access to meetings and programs of general interest and of educational value. By providing access to materials which reflect all points of view, literary and intellectual freedom is assured. The Board, or its representatives, shall choose, acquire, organize, and preserve informational materials which are of interest, and lasting value, for the education and the pleasure of the citizens of the town of Hiram.

SECTION I

THE BOARD OF DIRECTORS

SEC. I.1 Board Identified

The Board of Directors of the Friends of Soldiers Memorial Library is the governing body of Soldiers Memorial Library.

For the purpose of conducting business of the Library, a quorum of the Board shall be a quorum of the Board as described in the Bylaws of the Friends of Soldiers Memorial Library.

SEC. I.2 Nondiscrimination Clause

The Board of Directors, as the governing body of the Library, hereby declares that no person shall be denied access to the Library due to sex, race, creed, color, religious belief, marital status, national origin, political affiliation, or age. This shall also apply when hiring a qualified Library Director and other employees.

SEC. I.3 Duties of the Board

The hiring of a qualified Library Director shall be a primary responsibility of the Board. A qualified individual is someone who is, at a minimum, a high school graduate, preferred to have completed 2-4 years of post-secondary education, and capable of working with minimal supervision. Filing experience, keyboarding experience and computer experience, the ability to work with the general public of all ages, and a good knowledge of library protocol are also required. The Board recognizes that these are guidelines to assist in the hiring of a capable Library Director and reserves the right to hire an individual who may not possess all of the specified qualifications.

The Board shall also supervise and as needed, arrange for training for the Library Director. As supervisor, the Board will maintain a confidential personnel file for the Library Director which shall include, but not be limited to copies of all evaluations, reprimands, and other such information as pertains to the employment of the Library Director. This file shall also include any written response or rebuttals that are submitted by the Library Director.

Every year, the Board shall evaluate the performance of the Library Director. This shall be done by use of the Evaluation Form developed by the Board and based upon the current Library Director job description. If the need arises between regularly scheduled evaluations for the Board to reprimand the Library Director, it shall be done in writing and be subject to the same review process as described on the Evaluation Form. The Board also welcomes input on the part of the Library Director.

The Board shall reserve the right to terminate the employment of the Library Director if he/she is not fulfilling the duties as listed in Section II of this manual. After the first six months of employment [probationary period], the Board must give not less than two weeks nor more than four weeks written notification of employment termination. During this time, the Library Director may request in writing that the Board reconsider its decision. This will not apply during the probationary period when termination may take place with no warning given. The Board will be expected to act fairly and without bias in all review procedures.

The Board will decide when the Library will be open to provide for public access to the materials therein. This shall include determining both the days and the hours. Every effort will be made to ensure convenient access for all persons, in so far as resources allow.

SEC. I.4 The SML Building

The SML building and the land on which it is located are properties of the Town of Hiram. To maintain this building for the use as the public library of the Town of Hiram, the Board needs to have and maintain two agreements with the Town of Hiram:

- (1) There shall be an Agreement for Building Use and Maintenance between FoSML and the Town of Hiram that will specify which party owns which property within and around the building, which party has responsibility for specific maintenance needs, and any other details necessary to understand how the building can be used.
- (2) A lease agreement between FoSML and the Town of Hiram that will specify the terms of the lease and the payment required by FoSML to the Town. If both parties agree, these two agreements can be written into a single document.

It shall further be the responsibility of the Board to determine the availability of the Library building to non-profit groups and individual citizens of the town upon their request. Use of the building shall be allowed when it will not interfere with the normal operation of the Library, and when there is no objection from the municipal officers of the Town of Hiram. Since it is a public building, no fees will be charged for

its use, but donations to help cover costs will be appreciated. The final decision as to the use of the building, shall be left to the discretion of the Board, in consultation with the municipal officers. Use must comply with the Building Use Policy for Soldiers Memorial Library.

SEC. I.5 Other Duties of the Board

The Board encourages and welcomes both monetary and material donations to the Library. All monetary donations will be used for the upkeep of the building and the maintenance of the print collections as determined by the Board, or the Library Director, or both. Book donations will be evaluated for suitability for circulation in keeping with the same criteria which is used to purchase materials for the collection. Donated materials which are not suitable will be disposed of in one of the following manners – (A) It will be discarded and sent for recycling if it is in extremely poor condition; (B) If it is a usable book or other usable material, at the discretion of the Librarian/Library Director it may be provided to the Friends of Soldiers Memorial Library (FoSML) for fund-raising, used for a Library book sale, provided to a book recycling agency, or discarded in any other way determined to be appropriate.

While the Board hopes that all patrons will endeavor to return borrowed materials in a timely manner, it is recognized that this may not always occur. The Librarian/Library Director shall be responsible for sending over-due notices to patrons when materials are more than two weeks past due. If within two more weeks the materials have still not been returned, the patron will be sent a bill for the borrowed materials. The Board sincerely hopes that patrons will return materials as soon as they have finished using them and thus help to ensure their availability.

The further duties of the Board shall include, but not be limited to the following – prepare a budget and pay the bills of the Library; seek supplemental funding for Library projects through grants and other resources; manage Library financial resources to assure the long-term operation and maintenance of the Library; write and submit an article for funding as part of the town warrant for the annual town meeting (as part of this task, the Board shall seek to secure sufficient funds to pay the Library Director an acceptable salary); prepare a report for inclusion in the annual town report; maintain a written record of all meetings and actions of the Board related to matters of managing the Library; acquire and maintain technology resources including computers, printers, copiers and Internet access; attend to the maintenance of the Library building and ground; publicize the Library to the community; and attend meetings and conferences to accomplish the goals of the Library and assure awareness of resources, laws and rules that affect the Library.

Regarding the duties required of the Board of Directors in the management of the Library, the Board is acting with the same responsibilities that would be delegated to a Board of Trustees described as the governing body for most State of Maine public libraries. To assure that the Board has full awareness of these responsibilities, at least one of the Board members should be designated to have reasonable understanding of all contents of the most recent edition of the Maine Library Trustee Handbook (The current edition is the 2018 version, available at the web site of the Maine State Library.), and this Board member will make assurance that all deliberations of the Board related to the Library are done with understanding of the guidance of this handbook. Similarly, the Maine State Library and other agencies provide training workshops and conferences to assist with learning about new laws, policies, technology and other library-related resources. It is strongly recommended that members of the Board should attend some of these events to aid in the understanding of and planning of library-related matters.

At the discretion of the Board, any of these specific duties may be delegated to the Library Director or to a specified member, but these duties remain the responsibility of the Board.

SEC. I.6 Officers of the Board of Directors

Officers of the Board of Directors are elected and have duties as described in the Bylaws of the Friends of Soldiers Memorial Library.

There are three specific additional needs of the officers of the Board of Directors with regard to management of the Library:

President – Assist the Library Director with overall library management and generate Board meeting agendas that include library-specific needs and matters. Assist the Library Director in the preparation of the Annual Report of Soldiers Memorial Library for inclusion in the Annual Town Report of the Town of Hiram. Participate with the Library Director in representing the Library at meetings with the municipal officers, town officials, and other agencies.

Treasurer – Manage the financial records, including the coordination of SML and FoSML funds; report on the financial status of SML to the Board; prepare a provisional annual budget of SML to be finalized by the Board for reporting to the Town Office; assist the Library Director and the Board president in making the annual appropriation request to the Town of Hiram for the support of the operating expenses of the Library for each year. In addition, the Treasurer should maintain any payroll accounting that is needed in cooperation with a payroll service that can provide for the necessary record-keeping and reporting to federal and state agencies, and provide payment of wages or salary to any Library employees.

Technology Advisor – This officer may be the Building Manager for FoSML, if such officer has been designated. Whether titled as the Building Manager or the Technology Advisor, this officer should assist the Library Director in assessing and assuring accomplishment of the on-going need for upgrades, repairs and improvements to the library's array of technology devices and contracts.

SECTION II

THE LIBRARY DIRECTOR

SEC. II.1 The Library Director Position

The Library Director shall be expected to carry out the policies of the Library as established by the Board. The Board is expected to give regard to the advice of the Library Director regarding the daily operation of the Library. The Library Director reports to the President of the Board.

The Library Director is hired by the Board of Directors as a result of a search, advertisement, and interview process that is open to all applicants. As a result of the application and interview process, the Board shall hire a Library Director based upon qualifications, recommendations, and other specific criteria that can be determined by the Board. Among other criteria to be determined by the Board, the Library Director must be selected to provide competent operation of the Library and effective and amicable services for patrons. For the first six months of employment, the Library Director shall be subject to dismissal at the Board's discretion. After this probationary period, the Board will evaluate the Library Director every year. The evaluation process will be conducted as described in SECTION I of this manual.

The Library Director shall be allowed personal/sick days leave per year, totaling 24 work hours. These require timely notification the Board so a substitute can be found. After employment of one calendar year, the Library Director shall also be entitled to two calendar weeks of paid vacation, based upon the current library schedule of open hours and staff work hours. After ten (10) years of service and additional week of paid vacation is allowed. To the extent possible, vacations must be arranged with the Board at least one month prior to the desired vacation time so arrangements for a substitute can be made. Unused vacation

and personal/sick leave must be used during the calendar year; none will be carried forward to the next year. When observed National Holidays fall on Library days, the Library will be closed and the Library Director will be paid as for vacation days. Days that are considered by the Board as Observed National Holidays include President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, Christmas Eve, New Year's Day, and New Year's Eve.

If the Library Director needs to use time in excess of the allotted vacation and sick/personal time, a substitute librarian should be hired to maintain the regular operations of the Library. Compensation for the substitute librarian will be paid from the salary account. (Hourly rate to be determined by the Board.)

The Library Director is an employee of the Friends of Soldiers Memorial Library for the purpose of reporting State and Federal taxes, and for the purpose of qualifying for any benefits that are available. At this time the Board is not able to offer any other benefits.

SEC. II.2 Duties of the Librarian

The Library Director shall be expected to open the Library on the days and for the times which are specified by the Board. Other duties shall include but not be limited to – maintain order in the Library; attend to the daily mail of the Library; purchase new books and magazine subscriptions; sign-out books and maintain a catalog and circulation system for Library materials, maintain the social media resources of the Library including the SML web site and SML FaceBook pages in coordination with the Board media chairperson, check for and repair damage, return books to proper places on the shelves; maintain records by patron number and materials checked out; provide patrons with assistance in locating and selecting desired or appropriate materials, assist patrons with computer use and Internet access, conduct and oversee the day-to-day operation of the Library including opening, closing, and maintenance, and assist the Board in achieving the long-term goals of the Library. The Library Director shall also be responsible for supervising other staff that may be hired for the management of library services and programs (See Section III for additional details.), for delegating authority for any of the above-described duties as may be needed for responsible library management, for keeping records of staff working hours, and for notifying the Board and other staff members of educational opportunities.

Regular library hours will be cancelled on “storm days. The “storm days” will be determined by the closing of RSU #55 schools for inclement weather and at other times at the discretion of the President of the Board. Delayed openings will also follow delays of opening of RSU #55 schools, but may vary at the discretion of the Library Director. Any missed paid working hours will be made up by the Library Director subject to review and approval of the Board.

SEC. II.3 Policies of the Library Director

The Library Director shall develop and maintain the following policies for management of the Library. These will be developed in cooperation with the Programs and Services Committee of the Board, and will be adopted by the Board after adequate review. Some of these policies are required by federal or state law, and must be written in compliance with those laws. Some policies have widely-accepted versions developed by the American Library Association and can be adopted or modified from those versions. The policies to be adopted include, but are not limited to the following:

SML Building Use Policy.

SML Collections Development Policy.

SML Acceptable Use Policy (AUP)

SML Internet Safety and Children's Internet Protection Act Policy (CIPA)

SEC. II.4 The Library Director and Maine Public Library Standards

The Maine Public Library Standards were developed by the Maine Library Commission pursuant to Maine law, Title 27, Chapter 4, Article 112-2, and have resulted in basic requirements that must be met for a library to be designated as a Maine Public Library. (See this Maine State Library website location for the summary definition: www.maine.gov/msl/libs/standards/definition.htm) Maintaining this status as a recognized public library assures that our library is eligible for support (direct or indirect) from federal Library School and Technology Act (LSTA) funds. These standards also have provisions for libraries to improve their status by meeting additional requirements that may result in the designation as an Enhanced Maine Public Library or as an Exemplary Maine Public Library.

The Library Director has the responsibility to assure that Soldiers Memorial Library completes, and submits in a timely manner, the Annual Report to the Maine State Library that is required each year, and to assure, within the limitations of financial resources and Mission requirements, that the library accomplishes the requirements to be designated as a Maine Public Library. The Library Director should also provide to the Board a summary of the Annual Report to the Maine State Library, in a timely manner, whenever that report has been accomplished.

Furthermore, to the extent that may be possible within the limitations of financial resources and Mission requirements, it should be a goal of the Library Director to improve our library status by meeting additional requirements to accomplish the designation as an Enhanced Maine Public Library.

SECTION III.

OTHER EMPLOYEES of SOLDIERS MEMORIAL LIBRARY

SEC. III.1 Other Employees

From time to time needs may arise to have other employees to maintain the Library and to make the library building available for public use. When those needs have been identified, the Board should work with the Library Director in the development of a Job Description for that specific work. The expected terms of employment should be used to prepare a Contract for Employment. The terms of employment should be similar to those for the employment of the Library Director, but with hours of work and level of compensation commensurate with the work that is needed and the skills that are required.

Having developed a Job Description and an associated Contract for Employment, the Board should work with the Library Director, and with the assistance of the Programs and Services Committee, to advertise for the new position as needed, and should work with the Library Director to interview applicants, and to conclude the tasks of preparing for the new employment.

SEC. III.2 Duties of Other Employees

The duties of these other employees are determined by the Job Description that was developed and modified as experience with the new employee develops. The Library Director is responsible for the day-to-day supervision of these employees and evaluations will be accomplished in cooperation with the Programs and Services Committee or with the officers of the Board.

SECTION IV.

REVISION OR AMENDMENT OF THE POLICY MANUAL

A Policy Committee will be designated by the Board to periodically review the Policy Manual, and to make recommendations for revisions or amendments. To be adopted, the recommendations must be accepted by a unanimous vote of the Board, and recorded in the minutes of that meeting of the Board.

This November 2020 version of the Policy Manual was adopted by vote of the Soldiers Memorial Library Trustees in a Letter of Agreement to the Friends of Soldiers Memorial Library that was approved in a Zoom technology meeting on November 17, 2020. After December 31, 2020, further amendments of this Policy Manual will be at the discretion of the Board of Directors of FoSML and will end with the following statement, or a revision of this statement that reflects current membership of the Board.

This Policy Manual agreed upon and accepted by the Board of Directors of the Friends of Soldiers Memorial Library, a.k.a. The Hiram Cultural Center.

Beth Burnett:	<u>Beth Burnett</u>	Date: <u>10/23/22</u>
Patricia Dietzel	<u>Patricia Dietzel</u>	Date: <u>10/23/22</u>
Susan Hamilton	<u>Susan Hamilton</u>	Date: <u>10/23/22</u>
Mary Hannaford	<u>Mary Hannaford</u>	Date: <u>10/23/22</u>
Daniel Hester	<u>Daniel Hester</u>	Date: <u>10/29/2022</u>
Michelle Stosez	<u>Michelle Stosez</u>	Date: <u>10.28.2022</u>
Amy Wentworth	<u>Amy Wentworth</u>	Date: <u>10/23/2022</u>
Sally Williams	<u>Sally Williams</u>	Date: <u>10/23/2022</u>
Marianne Wyr	<u>Marianne Wyr</u>	Date: <u>10/23/2022</u>