

Library Trustees as Volunteers or Employees

Hooksett Public Library recognizes the value and indispensability of volunteers to assist in the promotion of the Library and perform some of the “extra” efforts that are not normatively within a regular Library employee’s purview and job description. The Library Director and staff have specific operational policies, best practices, and guidelines to maintain a consistent and professional relationship with Library volunteers.

The Library Board of Trustees, essentially elected volunteers, have certain responsibilities, including the hiring of the Library Director, to oversee the day-to-day operations of the Library. According to NH RSA 202-A:17, Library employees can only be removed by Library Trustees through the Library Director.

Therefore, to mitigate against any direct conflict of interests, any member of the sitting Board of Trustees may not act as a volunteer in the Library, unless:

- the volunteer duties are clearly defined and outlined in a signed volunteer agreement,
- and the volunteer assignment is in no way related to the duty of a Library Trustee.

The Hooksett Library Board of Trustees is sensitive to the potential confusion and concomitant risks inherent in having a regular Library Employee supervising a volunteer trustee (who has been entrusted with employment and remuneration responsibilities for all Library employees).

Furthermore, this policy expressly prohibits elected Trustees to be paid employees of the Library during their tenure as trustee, and that immediate family members (as defined in the Personnel manual) of trustees cannot work as employees of the Library for the duration of the elected trustee’s tenure.