



Date: January 13, 2025
To: Mayor and Town Council
From: Sean O’Keefe, Town Manager
Re: Discussion: **Library Director and the Charter**

Objective:

To clarify the hiring process and supervisory role of the Town Manager concerning the Library Director position, and to address questions regarding whether the Library Director is considered a "Town Officer" requiring Town Council confirmation.

Summary:

Councilor Everline has requested a Council discussion regarding the classification and hiring process for the Library Director. The discussion is intended to provide clarity on the matter, ensure adherence to the Town Charter and related ordinances, and address potential concerns regarding administrative practices.

Per the Town Code (Sec. 23-1), **Town Officers** include the Police Chief, Town Clerk, and Public Services Director. The employment of these positions “shall take effect only upon confirmation by Town Council” [Sec. 8(c)ii]. The Library Director is not listed among these roles, and therefore, the position does not require confirmation by the Town Council under current provisions.

As a department head, the Library Director reports to the Town Manager, who oversees the administration of all Town departments and staff. This is in line with the Town Manager’s responsibility to manage the hiring and firing of personnel generally.

While not required, Council may wish to provide guidance on whether the Town Officer confirmation process should extend to additional department heads, such as the Library Director. This would necessitate an ordinance amendment to formally include the Library Director in the definition of Town Officers.

Fiscal Impact:

There is no fiscal impact beyond minor administrative or legal costs for any ordinance to change the current definitions.

Staff Recommendation:

Staff does not recommend any changes to the current list of Town Officers.