

# The Jones Library, Inc.

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[www.JonesLibrary.org](http://www.JonesLibrary.org)



The Jones Library, Inc.  
43 Amity Street  
Amherst, MA 01002  
t: 413.259.3090  
f: 413.256.4096

## Personnel, Planning and Policy Committee

### Charge

Adopted 4/4/12

- To prepare the annual review of the Library Director for discussion among the full Board prior to the formal review;
- To assist the Library Director and the Board in the preparation of the Library Director's goals and objectives for the coming year;
- To review existing Library policies and draft new policies, in conjunction with the Director, to present to the Board for approval. Policy reviews will be conducted in a systematic fashion to insure that all policies are reviewed at an interval not to exceed 3 years;
- To work with the Library Director to review and make recommendations to the Board about job descriptions;
- To draft the five year *Long Range Plans* and one year *Action Plans* in conjunction with the Library Director;
- To designate a member of the PPP to be the liaison with the Town Personnel Committee;
- And any other task delegated to the PPP by the Board.



North Amherst Library  
8 Montague Road  
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t: 413.259.3099  
f: 413.253.2573



Munson Memorial Library  
1046 South East Street  
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t: 413.259.3095  
f: 413.253.2574