



## Director Compensation Policy

This policy on the process for determining compensation applies to the Director of the Geneva Public Library (“the Library”).

This process is in accordance with NYS Civil Service rules and regulations.

1. **Review and approval by the Board of Trustees.** The compensation of the Director is reviewed and approved by the Board of Trustees, provided that persons with conflicts of interest with respect to the compensation arrangement at issue are not involved in this review and approval. The Personnel Committee will consult with the Finance Committee when considering salary increases.
2. **Use of data as to comparable compensation.** The compensation of the Director is reviewed and approved as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations.
3. **Contemporaneous documentation and recordkeeping.** Notes will be taken during the deliberations and decisions regarding the compensation arrangement.

Approved by the Board of Trustees: March 30, 2016

Amended by the Board of Trustees: 4/28/2021