

**W.H. WALTERS FREE PUBLIC LIBRARY
BOARD OF TRUSTEES**

RESOLUTION 2026-10

**RESOLUTION TO CHANGE THE JOB TITLE OF HOLLY THOMAS FROM
SUPERVISING LIBRARY ASSISTANT TO LIBRARY DIRECTOR**

WHEREAS, the W.H. Walters Free Public Library is committed to ensuring that its organizational structure, personnel classifications, and job titles accurately reflect the duties, responsibilities, authority, and scope of work assigned to its employees; and

WHEREAS, the employee, Holly Thomas, currently classified under the job title of **Supervising Library Assistant** has been assigned and is performing duties and responsibilities that substantially exceed those traditionally associated with the position of Supervising Library Assistant; and

WHEREAS, the duties and responsibilities assigned to the employee include functions consistent with the administration, management, operation, and leadership of the W.H. Walters Free Public Library, including, but not limited to, oversight of library operations, personnel responsibilities, administrative functions, planning and development, budgeting and fiscal responsibilities, policy implementation, community relations, and other duties customarily performed by a Library Director; and

WHEREAS, the Board of Trustees recognizes that an employee's official job title should accurately reflect the duties and level of responsibility assigned to and performed by that employee; and

WHEREAS, the Board of Trustees has determined that the title **Library Director** more accurately reflects the nature, scope, authority, and level of responsibility of the position currently being performed; and

WHEREAS, the Board of Trustees further recognizes the importance of maintaining an appropriate and clearly defined organizational structure for the effective administration and operation of the W.H. Walters Free Public Library;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the W.H. Walters Free Public Library hereby approves the change in job title for **Holly Thomas** from **Supervising Library Assistant** to **Library Director**, effective 9/21/2026;

BE IT FURTHER RESOLVED, that the position of Library Director shall be recognized as the administrative leadership position responsible for the overall management and operation of the W.H. Walters Free Public Library, subject to the authority and direction of the Board of Trustees and applicable federal, state, and local laws, regulations, policies, and ordinances;

BE IT FURTHER RESOLVED, that the employee's official personnel records, organizational documents, and other applicable library records shall be amended to reflect the new job title of **Library Director**;

BE IT FURTHER RESOLVED, that the Board of Trustees authorizes the appropriate officers of the W.H. Walters Free Public Library to take all necessary administrative actions to implement this resolution.

CERTIFICATION

I, Meghan Dragotta, Secretary of the Board of Trustees of the W.H. Walters Free Public Library, hereby certify that the foregoing resolution was duly adopted by the Board of Trustees at a meeting held on 9-21-2026, 20.

Motion by: Mo Ferretti

Seconded by: Susan Billera

Vote:

Ayes: 7

Nays: 0

Abstentions:

Absent: 1

ADOPTED: 9-21-2026, 20

Mo Ferretti

Board President

Meghan Dragotta

Board Secretary