

## **Personnel**

### **Management Policy:**

The duly elected Library board shall have all management rights, authorities, and responsibilities as stated in *Massachusetts General Law Chapter 78: Section 11*. “The board shall have the custody and management of the Library and reading room and of all property owned by the town relating thereto. All money raised or appropriated by the town for its support and maintenance shall be expended by the board, and all money or property which the town may receive by gift or bequest for said Library and reading room shall be administered by the board in accordance with the provisions of such gift or bequest.”

1. The Library board shall select, appoint, and when necessary for valid reasons, dismiss the director of the Library.
2. The board shall establish all other positions and all wage and benefit levels for all Library staff.
3. The Library board shall provide an effective orientation for new directors to assure that the director understands a) the policies and processes related to the daily operation of the Library, b) reporting and budgetary requirements that assure accountability and compliance with the law, c) the expectations of the board in regard to administrative processes and protocol, and d) rules and requirements for state certification and any assistance which is provided by the Library to acquire and maintain appropriate certification.
4. The Library board shall conduct annual appraisals of the Library director's performance, at which time personal and management goals can be discussed and negotiated.

### **Administrative Policy**

The person appointed as Library director shall be charged with the sole administration of the Library.

1. The director shall be responsible to the Library board in matters pertaining to and concerning the Library; be present at monthly board meetings and prepare and present such reports and meeting documents as requested.
2. The director shall maintain financial records in an efficient manner; present periodic reports to the Library board and to the municipal governing body; prepare the draft of the annual budget to be presented to the Library board, and assist trustees with presentation of the adopted request for appropriation to the municipal governing body.
3. The director shall hold regular meetings with staff and/or volunteers for training and interpreting board policy.
4. The director will be responsible for preparing annual performance assessments for Library staff and volunteers.
5. The director shall have the responsibility for collection development for all materials in the Library; this includes selection, ordering, processing, weeding, and inventory of the collections according to the guidelines in the policy.
6. The director will recommend changes in or additions to Library policies as needed.

7. The director will perform preparatory work to assist the board with regular Library planning.

### **Salaries**

The Library board follows the classification and salary schedule set by the town of West Tisbury. The library director and staff are town employees and are thus covered by the Town of West Tisbury Personnel Bylaws with regard to Health Insurance Policy, Vacation Policy, Holiday Policy, Sick Leave, Leave of Absence, Bereavement Leave, Military Leave, Emergency Closing compensation and Jury Duty. They are also subject to procedures outlined in the bylaws for disciplinary measures, resignation and retirement, grievance, equal employment opportunity and sexual harassment.

### **Work Schedule Policy**

Major changes in the director's schedule or other circumstances may not be made without approval of the Library board. Requests for such shall be made in writing to the Library board.

### **Meetings, Conventions, and Workshops**

The director, staff and trustees attending continuing education opportunities to aid the Library shall be allowed expenses at the discretion of the Library board according to the amount appropriated in budget for such. The director, staff and trustees are encouraged to attend and participate in continuing education activities.

### **Drug-Free Workplace Policy**

In compliance with the *Drug-Free Workplace Act of 1988*, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work for the West Tisbury Free Public Library, whether that work is carried out in the workplace building or not.

Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination and such employee may be encouraged to satisfactorily complete a substance assistance program.

*Adopted by vote of the Library Board of Trustees, 8/14/2008*