

Board Responsibilities

The Board shall ensure:

- That the Library is suitably staffed by knowledgeable qualified employees.
- That the Library is a safe and equitable workplace for its staff and volunteers.
- That all new personnel be given orientation and training suitable to the needs of their position. A copy of their job description and access to the Board policy manual shall also be provided.
- That job descriptions for each staffed position exist and are reviewed as part of the performance appraisal process. See (Appendix E) (Appendix G).

Personnel obligations:

All Library personnel, either paid or volunteer, shall:

- Be familiar with the goals and objectives of the Library as well as its policies and procedures.
- Have the ability and desire to help patrons find information and access Library services.
- Be bound to the Library code of conduct

4.2. Personal Suitability of Volunteers

Created 02/10

Revised 05/17

The Library shall be staffed in part by community volunteers as determined by the Library Manager.

Guidelines and Procedures

Volunteers shall:

- Have adequate computer knowledge & skills and be willing to undergo training to become proficient in library software.
- Possess an appreciation for literature and books.
- Be a minimum of 18 years of age if working un-supervised.
- Have excellent organizational skills.
- Be willing to take initiative and follow directions easily.

4.3. Staff Performance Reviews

Created 02/10

Revised 05/17

All employees of the library shall be evaluated on an annual basis to provide ongoing development opportunities.

Guidelines and Procedures

For Staff

- Library staff shall complete a goal setting exercise (Appendix H) and submit it to the Library Manager prior to his/her anniversary date as determined by the Library Manager.
- The Library Manager will set a date for a review meeting with the library staff member.

For the Library Manager

- The Library Manager shall complete a goal setting exercise (Appendix H) and submit it to the Board at the last regular board meeting prior to his/her anniversary date.
- At this board meeting, a sub-committee of two shall be struck to fill out a performance appraisal (Appendix D) and set a date for meeting with staff to review and complete.
- The sub-committee will meet at least two weeks prior to conferring with the staff person.
- The appraisal shall be provided to the manager prior to the review meeting.
- Any training or development recommended by the Board will be discussed at the time of appraisal.