

Grievances

It is the intent of the Taylor Memorial Library that every employee shall have the opportunity to express concerns relating to:

- physical surroundings in which the employee works
- procedures and conditions of the specific position
- relationships with fellow workers or supervisors
- library rules as they apply to staff

A concern or grievance should follow the procedure below:

1. If possible, discuss the problem with the librarian. In the case of the librarian having a concern, this should be discussed with the board president.
2. If the librarian is part of the problem, or if the board president is part of the librarian's problem, the concern should be submitted in writing for the library board and delivered to the librarian, who will deliver the statement to the board president. The board president will, in turn, present the concern during closed session to the full board at the next or a special board meeting.
3. The board's representative will respond to the employee within five days of the board meeting at which the issue is discussed, either providing a determination, solution, or a strategy for how the board will address the issue over time.