

## Personnel

### Management:

The duly appointed library board shall have all management rights, authorities and responsibilities as stated in *Wisconsin Statutes, Chapter 43*. The library board shall:

- Select, appoint, and when necessary for valid reasons, dismiss the librarian
- Establish all other positions and all wage and benefit levels for all library staff
- Conduct annual appraisals of the library director's performance, at which time personal and management goals can be discussed and negotiated

### Administration:

The person appointed as the librarian shall be charged with the sole administration of the library. The librarian shall:

- Be responsible to the library board in matters pertaining to and concerning the library
- Be present at board meetings and prepare and present such reports as requested
- Maintain financial records in an efficient manner
- Prepare an annual budget to be presented to the village board by the president of the library board
- Hold regular meetings with staff/volunteers for training and interpreting board policy
- Be responsible for collection development for all materials in the library; this includes selection, ordering, processing, weeding, and inventory of collections
- Recommend changes in or additions to library policies as needed

### Disciplinary Action:

An employee of the Taylor Memorial Library may be dismissed for any action or behavior that causes the Library's image or operation to be diminished. This includes but is not limited to:

- Incompetence
- Misconduct
- Inattention to assigned duties
- Unapproved absences from work

Normally termination would be a final step which would follow a substandard performance appraisal, verbal/written warnings, suspension, and/or extended probation. It is important that complete and clear records be maintained of all disciplinary processes for the protection of the employee and the library.

The library wants each employee to be successful in his/her job and will work with employees to eliminate deficiencies.

While notice of intent to terminate can be expected, the Taylor Memorial Library reserves the right to dismiss an employee without notice in cases involving theft, drug/alcohol abuse, criminal activity, or in instances of significant misconduct.

**Resignation:**

A written notice of one month is preferred.

**Work Schedules:**

Major changes in the librarian'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.

**Drug-Free Workplace:**

The Taylor Memorial Library complies with the *Drug-Free Workplace Act of 1988*.

**Sexual Harassment:**

Sexual harassment is a violation of *Title VII (federal law) and Wisconsin Statute 111.36(b)*.

Sexual harassment is an unlawful employment practice and will not be tolerated by the Taylor Memorial Library. Any employee who engages in sexual harassment will subject themselves to disciplinary action.