

Garrison Public Library Personnel Policy

LIBRARY DIRECTOR

Job Description

Primary duties are described as follows

1) Board Relations

- a. The Library Director shall be selected and employed by the Board of Trustees and shall serve as the executive director of the Board and shall be responsive to and responsible for any procedures and programs necessary to implement the objectives of the Library under the policies set by the Board. (work in cooperation with the Board)
- b. The Library Director shall prep and distribute materials for the board meetings.

2) Staff Management

- a. The Library Director shall be responsible for hiring and evaluating substitutes.
- b. The Director shall be responsible for managing library volunteers.

3) Collection Management

- a. The Library Director shall also be responsible for the selection and purchasing of the books under the selection policies of the Library Board, and for the acquisition of all non-book materials, supplies and any other budgeted items.

4) Facilities Management

- a. The Library Director shall also be responsible for the internal operation of the Library, Activity Room and their services.
- b. The Director shall keep, as necessary, the Board fully informed as to the regular financial and statistical reports, special services, growth and progress and recommendations for the Library's present and future needs.

5) Technology Management

- a. The Library Director shall be responsible for maintaining and the upkeep of the computers in the Library
- b. The Director shall be responsible for informing/training the public in the use of the computers.
- c. The Director shall stay current in what is happening in the technology world and inform the Board of what is happening.

6) Public Service Management

- a. The Library Director shall serve, inform, and deal with the public in a professional/polite manner.

7) The Librarian shall also perform such other duties as may, from time to time, be prescribed by the Board of Trustees.

Salary/Benefits

- 1) The compensation of the Director and the substitutes shall be fixed by the Board at the November board meeting before the time of the annual budget preparation. The budget is then submitted to the City Council for approval.
- 2) The Director will receive 1 week paid vacation

Evaluation

- 1) Performance of the Director is to be reviewed each year at the November Board meeting by the Board of Trustees and should include stipulations on salary, hours, vacation time and personal time.
- 2) An evaluation form will be used

Training

- 1) The Garrison Library Director is required to be working on obtaining an Iowa State Certification, or after having this certification, is required to keep it updated and current as the State Library requires. Continuing Education classes need to be attended for this certification and the hours spent in class will be paid by the Library at the same rate as the hourly wage set for the director.
- 2) The Library will also pay the cost of the class, mileage, and a meal allotment if necessary. The mileage will be the recognized IRS allotment, and the cost of the meal paid by the library will not be over \$10.00.

Termination of the Library Director

- 1) The Director shall give a 4 week notice of resignation to the Board.
- 2) The Board of Trustees shall give a 4 week notice of termination to the Librarian except in the case of gross misconduct or negligence, and then immediate termination could result.

SUBSTITUTES

- 1) The substitute shall be responsible for assisting the Library Director in any area where the Director may need help and for the internal operation of the Library and its service and public relations in the Director's absence.
- 2) A list of substitutes will be submitted to the Board yearly at the September Board Meeting.