

## **VII. Personnel Policy**

### **A. Management Policy**

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, dismiss the director of the library.
- The board shall establish all other positions and all wage and benefit levels for all library staff.
- 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, particularly as they relate to conducting effective and efficient board meetings, and d) rules and requirements for state certification and any assistance which is provided by the library to acquire and maintain appropriate certification.
- 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.

### **B. Administrative Policy**

The person appointed as library director shall be charged with the sole administration of the library. For director responsibilities, please refer to current job description.

**C. The library has adopted the Village handbook (approved on Dec. 2 2013) and the addendum approved by the library board on 11/25/2013.**