

GALVA PUBLIC LIBRARY PERSONNEL POLICY
JULY 5, 2017

Library Director hiring and terminating is to be determined by the Board of Trustees.

Staff appointments:

The appointment of the director is the responsibility of the library board of Trustees. The Director shall recommend to the Board, the hiring and specific duties of the other employees after interviews with the applicants. The Board has final approval of the hiring of all employees.

Duties of Director:

Maintain complete and accurate records.

Prepare annual budget and present to the board for approval.

Attend library board meetings, report new trends, report needs of the library and report any monthly events going on at the library.

Evaluate all employees and present to Board.

Maintain and clean library.

Order all collection materials and make shelf ready for patrons to use or check out.

Keep Board informed about library.

Vacations:

The Director is eligible for (1) week paid vacation after completing (1) year of employment, (2) weeks paid vacation after completing (2) years of employment, (3) weeks paid vacation after (10) years of employment and (4) weeks paid vacation after (25) years of employment. Vacation time may not be accumulated from year to year. Employee will be paid for hours regularly worked.

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Holidays:

Library will be closed for the following holidays: New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Eve and Christmas Day. In those cases, where holidays fall on a day where the library is normally closed, an alternate day must be determined by the Director and approved by the Board. All other holidays occurring within the year will be subject to consideration by the Board to determine whether a closing of the library is indicated.

Sick Leave:

The Director shall be eligible for seven (7) days sick leave or family emergency leave without loss of pay, per year after one (1) year of employment. These days may not be accumulated from year to year.

Salaries and Hours:

Salaries and hours will be established by the Board on the basis of the Employee's qualifications, to be reviewed annually in the employee's evaluation.

Leave of Absences:

If requested by employee, leave of absence shall be subject to the Boards approval.

Resignation:

All staff resignations shall be given to the Board in writing, 30 days in advance.

Revised and approved: January 6, 2022