

Richland Public Library PERSONNEL POLICY

1. The library board shall have all management rights, authorities, and responsibilities as stated in the Iowa Code and the Richland City Code.
2. The library board shall select, appoint, and if needed, dismiss the library director.
3. The board shall establish all other positions and wages for additional staff.
4. The library board shall conduct annual appraisals of the library director's position and work.
5. The person appointed as library director shall be responsible for the administration of the library with the following guidelines:
 - a. Project an image of competence and friendliness to the public.
 - b. Have an understanding of the history and development of library services.
 - c. Know the service goals of the library.
 - d. Be aware of all library policies.
 - e. Be well-trained in the practices and procedures required by the director's position.
 - f. Be present and participate in at least 10 Board meetings per year and present reports as requested.
 - g. Be responsible for the collection development for all materials in the library, including selection, ordering, processing, weeding, and inventory.
6. The Richland Public Library has a paid staff consisting of a Library Director or a paid substitute.
7. An employee of the Richland Public Library may be dismissed for any action or behavior that causes the library's image or operation to be diminished.
8. Termination would follow verbal and/or written warnings, suspension or probation.
9. The library board reserves the right to dismiss any employee without notice in cases of significant misconduct.
10. A library director wishing to resign or retire from employment must notify the library board at least one month in advance.
11. The director, upon leaving his/her position, will spend 1 to 2 weeks training the new director. Both the new director and the outgoing director will be paid at their usual salary. If the outgoing director is unable to train the new director, the board of trustees will contact the Southeast District Office to arrange for orientation and training of the new director.
12. The expense of educational seminars and training sessions required by the library for library programs or for state library certification will be paid by the library. The library will pay the class fees and the current hourly wage will be paid for class time but will not include travel time. Mileage to and from the class will be paid according to the most recent IRS travel rates.
13. The librarian will be paid for the following days, regardless of the day of the week they occur: July 4, Thanksgiving Day, the Friday following Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day and New Year's Day. The library will be closed on these days.

Approved Jan. 1999, Amended Dec. 2002, Amended Feb. 2009, Amended August 2012, Amended February 2013, Amended November 2019.