

Personnel

The Craftsbury Public Library is an equal opportunity employer. The trustees will offer employment without regard to race, color, national origin, sex, sexual orientation, religion, age, ancestry, physical and mental condition, political beliefs, or marital or family status.

The Board of Trustees shall be in charge of hiring the Library Director and providing a written job description. The Library Director must meet continuing education requirements mandated by the Vermont Department of Libraries. Dues to the Vermont Library Association and other professional organizations deemed appropriate shall be paid by the library. Trustees will conduct an annual performance review of the Library Director prior to the Annual Meeting.

The Library director is directly responsible for the hiring, training and supervision of all staff members. The Library Director shall provide staff members with a written job description and an annual performance review.

The Library Director is a permanent, salaried employee who works on a regular basis 30 or more hours per week. The Board annually shall negotiate the staff's compensation, including benefits.

Part-time employees who work fewer than 20 hours per week are paid an hourly wage. Paid holidays are included when these days fall on a regularly scheduled workday and paid vacations are offered. The Board in consultation with the Library Director will determine wages for these employees.

All paid staff shall be reimbursed for travel expenses related to library business such as conferences, workshops, education and meetings.

Volunteers are an important part of the fabric of the Craftsbury Public Library. People are encouraged to volunteer as they are able. The Library Director is responsible for their recruitment, training, and supervision.

Short-term leaves for vacation, sickness, jury duty, maternity, family medical emergencies must be approved by the Library Director at her/his discretion but must ensure the uninterrupted services of the library. Long-term leaves must be approved by the Board, in accordance with state and federal guidelines.

These policies are further elaborated and specified in the Personnel Handbook.