

ORGANIZATION AND DELEGATION OF AUTHORITY POLICY

The Library Board of Trustees is the policy-making body of the Robert W. Barlow Memorial Library. **Where the policies of the Board and the City of Iowa Falls conflict, the Board policies shall have precedence.** City Policies shall be in effect where no Board policies exist, subject to the decisions of the Board. The Library Director is charged with enforcing and interpreting these policies, as well as all applicable laws, ordinances, rules and regulations. The purpose of these policies shall be to provide uniformity and consistency with the Library. The policies shall be based on the following objectives:

- To recruit, select, and advance employees on the basis of their knowledge, skills, and abilities.
- To provide equitable and adequate compensation for all employees.
- To recognize good performance, reward excellent performance, and correct inadequate performance in a fair and timely manner.
- To ensure fair treatment to all applicants and employees without regard to race, color, national origin, sex, age, religion, sexual orientation, mental or physical handicap, or political affiliation, and with proper regard to their rights as citizens.

The Library Board is responsible for:

- Employment of the Library Director
- Reviewing and approving Library policies
- Approving the annual salary schedule, including adjustments for excellence
- Reviewing grievances.

The Library Director is responsible for:

- Administering, interpreting, enforcing, and establishing procedures consistent with applicable laws, regulations, City ordinances, rules and the policies of the Board
- Maintaining performance records of all Library employees
- Making reports and recommendations to the Board and City Officials
- Recruiting, selecting, and assigning Library employees
- Coordinating staff training
- Disseminating information regarding personnel policies, fringe benefits, conditions of employment, and all relevant policies to library employees.
- Appointing or removing employees
- Conducting the appropriate steps in the Grievance Procedure
- Administering Discipline
- Recommending changes in policy as necessary

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