

**Employment Policy
Nissen Public Library
2-2013/2016/2019/01/13/2020**

Training and Experience

Graduation from high school and or six months of library experience or equivalent combination of education and experience. Must have Iowa Library Certification or be willing to attain the required continuing education credits within a two-year period. The State Library of Iowa offers Library Management classes to new directors to meet this requirement also. Prefer person with some training in working with children.

Desirable Skills

Must be able to handle multitude of tasks in rapid succession. Must be able to use a computer and willing to learn library related programs. Must be able to handle library bookkeeping.

Physical requirements include standing, sitting, bending, stooping, climbing stairs to retrieve back issues of periodicals, stepping stool, and running the microfilm machine in the basement.

Qualities desired: Patience, clear and effective verbal communication skills, ability to work with various age groups, and the ability to work with public officials such as the City Council and Mayor.

Orientation Period

New staff members are orientation status for three months before being approved for regular staff status. Failure to perform satisfactorily will result in termination. Vacation and sick leave benefits will be applied retroactively when the staff member is approved for regular status. If a staff member is terminated after the orientation period, he/she shall accrue no benefits.

Retirement

The Nissen Public Library shall not require the involuntary retirement of any employee because of age, provided that the employee shall satisfactorily fulfill any and all bona fide requirements of the position. The employee shall submit a "Letter of Retirement" no later than sixty days before their intended date of retirement to the Library Board of Trustee's.

Appointments

The Library Board of Trustee's hires the Library Director. The Library Director with the understanding that they shall serve in departments and at such duties as may be required appoints other staff members.

Resignation

Regular staff members must present one month's notice of intention to resign.

Dismissal

The Library Director for good cause makes dismissals for other library staff. All staff members will be warned of unsatisfactory work and given a reasonable opportunity to correct such defects in performance. Upon dismissal, a regular staff member may request a hearing before the Library Board of Trustee's and the Library Director.

Directors are usually dismissed only after serious infractions of board policy, violation of the law, or very poor performance coupled with unwillingness or inability to improve. It is important that reasons for dismissal are carefully documented. The board has a responsibility to ensure that personalities and biases are not leading factors in any dismissal decision. The dismissal and/or appeals procedure should be described explicitly in board policy and allow the director a full hearing to discuss specific charges. A board should not begin a dismissal process unless they understand the implications, have consulted with the appropriate local government officials, believe their position is defensible, and have obtained appropriate legal advice from the city attorney. The Library Director may also have the Regional Administrator accompany her to the hearing. The Library Director

can also request that the hearing be a closed session hearing, but you must abide by the following guidelines:

A closed meeting may be conducted only if there is a two-thirds majority vote of the entire Board or a unanimous vote of the trustee's present, and the reason for closing the meeting falls under Chapter 21.5. If a closed session is conducted, detailed minutes of the session must be kept, the session must be tape recorded; and no final action may be taken.

There are very few reasons allowed under this statute for closing a meeting: two which are applicable to libraries include discussions to evaluate the competency of a person which would damage that person's reputation AND the person requests a closed meeting; and to discuss the purchase of real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property. If the Library Director is in disagreement with the final decision of the Board, he/she may request a hearing before the Regional Administrator and Regional Board or seek legal counsel.

Dismissals made for budgetary causes should be given one-month notice.

Reviewed/Approved 2-2013/2016/01/13/2020