

**CONRAD PUBLIC LIBRARY
POLICY: PERSONNEL**

Since the City of Conrad serves as the fiscal agent for the Conrad Public Library, the *City of Conrad Personnel Policy Manual* applies to all Library employees; however, the Conrad Public Library Board of Trustees has a broad range of powers and duties which may override those set forth in the City's personnel policies, such as:

- the duty to appoint and set the compensation of the library director, as stated and outlined in [Montana Code Annotated § 22-1-310](#), therefore:

The Conrad Public Library Board of Trustees, in its sole discretion, apart from any/all language stated to the contrary in the *City of Conrad Personnel Policy Manual*, may recruit, interview, hire, direct, review, promote, transfer, assign, and retain the library director; appoint and set compensation; supervise, discipline, and relieve from duties; determine and change hours of work, shifts, and methods of operation; and the like.

Per the Service Agreement and Memorandum of Understanding between the City of Conrad and the Conrad Public Library dated July 1, 2024, the Library agrees to follow appropriate City procedures for supervision, handling grievances, and discipline and/or termination to ensure the legality of its actions.

- the duty to employ and discharge, with the recommendation of the library director, such other persons as may be necessary, to fix and pay their salaries and compensation, and to prescribe their duties, as stated and outlined in [Montana Code Annotated § 22-1-310](#), therefore:

The Conrad Public Library Board of Trustees, in its sole discretion, apart from any/all language stated to the contrary in the *City of Conrad Personnel Policy Manual*, may recruit, interview, hire, direct, review, promote, transfer, assign, and retain library staff; appoint and set compensation; supervise, discipline, and relieve from duties; determine and change hours of work, shifts, and methods of operation; and the like.

Per the Service Agreement and Memorandum of Understanding between the City of Conrad and the Conrad Public Library dated July 1, 2024, the Library agrees to follow appropriate City procedures for supervision, handling grievances, and discipline and/or termination to ensure the legality of its actions.

- the Conrad Public Library Board of Trustees shall serve as the authority to the library director, therefore:

The Conrad Public Library Board of Trustees, apart from any/all language stated to the contrary in the *City of Conrad Personnel Policy Manual*, shall serve as the supervisor/department head to the library director, not the City of Conrad. All library director personnel files shall be kept and maintained at the Conrad Public Library.

- the Conrad Public Library Board of Trustees, with the recommendation of the library director, shall serve as the authority to all library staff and volunteers, therefore:

The library director, apart from any/all language stated to the contrary in the City of Conrad Personnel Policy Manual, shall serve as the immediate supervisor/department head to all library staff and volunteers, not the City of Conrad. All library staff personnel files shall be kept and maintained at the Conrad Public Library.

Approved by the Conrad Public Library Board of Trustees: September 17, 2020
Amended: October 16, 2024