

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, Conrad Public Library Board of Trustees have 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.

- 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, with the recommendation of the library director, 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; supervise, discipline, and relieve from duties; appoint and set compensation; determine and change hours of work, shifts, and methods of operation; and the like.

- 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