



The Boyertown Community Library

24 North Reading Avenue, Boyertown, Pa 19512
(610) 369-0496 Fax (610) 369-0542

Personnel Policy

- I. Staff- Consisting of Library Director, Youth Services Coordinator, Clerks and Other Paid Employees.
 - A. Hiring Procedure
 1. Vacancies – Positions will be filled in-house if possible, then advertised publicly.
 2. Selection will be based on qualifications.
 3. Selection of the Library Director will be made by the Board of Trustees upon the recommendation of the Personnel Committee. Selection of all other staff will be made by the Director.
 - B. Qualifications
 1. Library Director must meet the certification requirements of the Commonwealth of Pennsylvania.
 2. Clerical workers and professional staff must meet the requirements recommended by the Library Director and approved by the Board.
 3. The following are required for each employee: Criminal Background Check, Child Abuse Clearance, FBI Fingerprint Clearance, and Mandated Reporter Training, as required by PA State Law.
- II. Salary

All salaries and wages are set by the Library Board, meet Federal Minimum Wage Law, and are reviewed annually. Salaries and wages are paid every two (2) weeks. All required deductions will be made.
- III. In- Service Training

Staff attending required training will be reimbursed for fees and expenses, not including mileage.
- IV. Professional Association

The Library Director will maintain a professional affiliation with Pennsylvania Library Association and Berks County Library Association. Reimbursement is at the discretion of the Library board.
- V. Resignations

Resignations in good standing must be submitted in writing to the Board or the director a minimum of two (2) weeks in advance.

VI. Terminations

Prior to any termination for cause the Board will conduct an investigation and interview all concerned parties and take official action.

VII. Authority

Administration of personnel policies is the sole responsibility of the Library Board. These policies will be reviewed annually and revised as needed.

VIII. Probationary Period

All Library employees will be given a probationary period of three (3) months. A review of the Library Director's job performance will be made by a committee drawn from the Board after the three (3) month probationary period. A review of other personnel will be performed by the Library Director after the three (3) month probationary period.

IX. Evaluation

- A. An annual evaluation of the Library Director will be done by the Board.
- B. Review of job performance will be based on Library Director's responsibilities as outlined in the Library Director's Job Description.
- C. All personnel records are confidential and will remain in the Library.
- D. Evaluation of other employees to be done by the Library Director with results presented to the Board.

X. Miscellaneous Work Rules

- A. Attitude – Employees are expected to maintain a personable, helpful, and courteous attitude at all times.
- B. Dependability – Dependability means arriving for work on time, all the time. It means keeping absences to a minimum.
- C. Appearance – Employees are expected to maintain a properly dressed and well-groomed appearance at all times.
Break Periods & Meals – Break periods are assigned by the Director, but modifications can be made if necessary. Break times should not go longer than specified time. Meals should be taken away from the desk. Drinks may be kept at the desk, however they must have a lid to prevent damage to materials and computers.
- D. Emergency Closings – the Library Director will notify staff and WFMZ and Social Media when Library is closed due to weather or other emergencies.
- E. Housekeeping – It is the responsibility of each employee to insure a safe, neat, and attractive appearance of the Library. This includes the work room, breakroom, and restrooms.
- F. Telephone, cell phone, and internet – Personal use of these must be limited.
- G. Smoking is not permitted in the Library.

H. Alcohol & Drugs – The use or possession of alcohol will not be permitted on the premises during regular Library hours. Under no circumstances will the use of illegal drugs be permitted on the premises at any time.

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