

Town of Grimshaw Library Board Policy 3/D(a)

Subject: Board: Personnel and Policy Committee

Date Approved: October 6, 2009

Reviewed & Approved, March 18, 2019

Purpose:

- To ensure current and appropriate policies are in place with respect to Library operations and human resources
- Review and amend all policies to ensure that they promote the direction of the library.

Structure:

- Standing committee of the Grimshaw Municipal Library
- Minimum of two members
- Library Manager shall act as an advisor to the committee, except in matters directly related to the employment of the manager.

Reporting:

- Committee reports in writing to the board of trustees as required
- Yearly performance appraisal of the library manager
- Yearly staffing plans provided by the library manager must be approved prior to setting the annual budget
- Revises policies, in writing, for the trustee's approval.

Frequency:

- As required

Goals:

- When necessary, takes preliminary steps to hire a head library manager including conducting interviews, providing a written offer of employment to the successful candidate and bringing forth a recommendation to hire for the Boards approval
- Ensure that complete and appropriate personnel policies and procedures exist
- Review and amend policies of the library to ensure that they achieve the following goals
Framework Policies: clarify what the library exists to do, who the library serves, and why
Governance Policies: will be consistent with provincial statues and regulations
Will clarify roles, responsibilities, and functions of the board trustees, the library manager and the staff
Will give the public a means to evaluate board performance
Operational Policies: will help to ensure uniformity and consistency in operational procedures
Will assist the board to evaluate its own operations as well as the general administration of the library

