

Harvey Mitchell Memorial Library Staff Hiring Policy

When an employee gives his/her notice the Trustees should be notified.

A new or replacement position should be posted/advertised in at least 3 places.

The posting should be determined by the Trustees and Library Director.

The Trustees should make the salary determination and decide on a salary range based on position and experience of applicant/new hire.

The Library Director will review the resumes and applications, conduct the interviews, and then make a recommendation to the Trustees.

Librarian and administrative positions will have at least one Trustee involved in the interview process, and then they will go back to the Trustees with recommendations.

The Library Director position will be hired directly by the Trustees.

Adopted by the Board of Trustees
Revised by the Board of Trustees

November 20, 2006
February 19, 2007