

## Personnel Policies

### Introduction

Since Benedek Memorial Library is a small community library that currently employs only two people, the Director of the library will of a necessity often find her/himself in challenging positions. The job will often entail many duties that would normally be covered by many in larger libraries. To paraphrase a saying she/he must be "a jack of all trades and master of ALL". It is a challenging position and a great deal of independent thinking is called for. The Board of Trustees hopes that by coming up with the supplementary job description the Director is made to realize the uniqueness and challenge of the job as set forth by the Board.

### General Policies of Benedek Memorial Library:

- To employ competent individuals without regard to race, creed, age, color, national origin, sex, disability, handicap, marital status, or sexual orientation.
- To employ individuals, whenever possible, with the highest skills in compliance with existing laws
- To strongly encourage development of job abilities by attending workshops
- To provide working conditions which are pleasant and safe
- To maintain a direct line of communication between Director and the Board and to encourage employees to volunteer any recommendations and suggestions for the betterment of the library
- To give all employees the opportunity to discuss any misunderstandings or problems and to have them addressed

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