

Adopted and Revised 4/13/2019

V. Personnel

- A. The Library Board of Trustee recommends a qualified person to the City Council and they must approve all personnel. An assistant librarian is hired to work part-time.
- B. The Librarian is encouraged to take classes to meet the criteria to be certified by the state. Tuition and mileage is paid.
- C. There is no insurance benefit, no retirement plan, vacation (except holidays when the Library is scheduled to be open) or sick leave policy.
- D. IPERS are deducted by the City of Truro
- E. The Librarian and Board of Trustees attend workshops when possible.
- F. We have no grievance procedures. The Librarian meets with the Board of Trustee monthly to discuss needs and wants.
- G. Resignations are either written or verbal.
- H. Detailed job description for Librarian and Assistant are found in Trustee Handbook.
- I. Salaries start at minimum wage with yearly evaluation and raise the wage according to moneys available.
- J. Truro Public Library is a member of the following organizations:
 - 1. Iowa Small Library Association
 - 2. Overdrive/Bridges
 - 3. Swank Movies
 - 4. Enrich Iowa