

Personnel Policy

Equal Opportunity Employment:

The Belmont Literary and Historical Society Free Library (hereafter referred to as “Library”) maintains a strong policy of equal employment opportunity. We take affirmative action to ensure equal employment opportunity for all employees and applicants. We hire, train, promote, and compensate employees on the basis of personal competence and potential for advancement without regard for race, color, religion, sex, sexual orientation, national origin, age, or physical impairments.

At-Will Employment

The Library is an “at will” employer. It is the Library’s policy not to specify any length of employment and hire all employees “at will.” At will means the employee may terminate their employment at any time for any reason without cause or advance notice and the Library may terminate an employee at any time, with or without cause or advance notice provided the Library does not violate federal or state laws.

Job Title and Descriptions

Library employees (both full-time and part-time) are assigned a job title when hired. Library job titles have a job description that details the type of work required and expected by Library. A job description will be presented to all Library employees as part of the hiring process including their professional or non-professional status and hourly rate of pay. Library employees are expected to know and perform the duties assigned to them as outlined in their job description.

Job descriptions are listed at the end of this document.

PAID TIME OFF AND LEAVE

Paid Time Off (PTO)

After one (1) year of service, the library director shall be entitled to one times (1x) the average hours worked during the previous year. After five (5) years of service, the library director shall be entitled to two times (2x) the average hours worked during the previous year. An absent duty form must be filled out at least two (2) weeks prior to vacation and must be pre-approved by the Board of Trustees President. Vacation time is received at the first of each calendar year regardless of the director’s start date. Vacation hours may not accumulate year to year. Upon termination or retirement, the library director is not entitled to be paid for any unused portion of vacation time.

Bereavement Leave

Paid funeral leave for immediate family is 3-paid days per occurrence on scheduled workdays. This leave is for immediate family and includes grandparent(s), parent(s), partner(s), child(ren), sibling(s) and in-law(s).

Jury Duty

In the event a library employee is called for jury duty, the library will release him or her and assure no loss of wages. Employees will be paid the difference between the jury pay and wages for the hours they were scheduled.

Military Leave

The Library will abide by the Uniform Services Employment and Reemployment Rights Act (USERRA) by granting a military leave of absence to employees who are absent from work because of service in the U.S. uniformed services. Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impracticable. Military leaves of absence are unpaid; however, employees may use any earned but unused PTO for military leave.

Family and Medical Leave

Employees may take up to 12 weeks of unpaid, job-protected leave during the calendar year for specific family and medical reasons. To be eligible, an employee must have worked at the library at least 1,250 hours over 12 months.

Leave is granted for birth and care of a newborn, care of a newly adopted child, care for a seriously ill immediate family member (partner, child, and parent), and a personal serious health condition.

The employee is guaranteed the same or equivalent job if returning within the 12-week period. If receiving health benefits, the same benefits continue throughout the leave.

Employees must use all accumulated PTO as part of the leave. Visit New York State – Paid Family Leave website for more details. <https://paidfamilyleave.ny.gov/>

New York Sick Leave Law

The Library will maintain and provide time off to employees based on the New York Sick Leave Law, currently up to 40 hours of unpaid time. On top of the unpaid leave mandated by the state, the Library also allows employees to take three (3) paid sick days per calendar year. Sick leave days (hours) may not accumulate from year to year. Frequent or extended illness will require a doctor's certification to be submitted to the Board of Trustees. Upon termination or retirement, library staff are not entitled to be paid for any unused portion of the sick leave.

Visit New York State – Sick Leave Law website for more details. <https://www.ny.gov/new-york-paid-sick-leave/new-york-paid-sick-leave>

Holidays

The Belmont Literary and Historical Society Free Library will be closed in observance of the following eleven (11) federal holidays:

- New Year's Day
- Martin Luther King, Jr. Birthday

- Presidents' Day
- Memorial Day
- Juneteenth National Independence Day
- Independence Day
- Labor Day
- Indigenous Peoples' Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

Holiday Pay and Additional Closures

1. **Staff Compensation:** All staff members shall receive holiday pay for the eleven (11) holidays listed above if the holiday falls on a normally scheduled working day.
2. **Annual Schedule:** At the first meeting of each calendar year, the Board of Trustees will review the calendar and establish the specific dates for these observances.
3. **Discretionary Closures:** During the same annual meeting, the Board may also designate additional non-paid closures (such as the Saturday before holiday weekends, New Year's Eve, or Christmas Eve) at their discretion. These additional closures will be posted on the Library's annual calendar.

Work Practices

Performance Evaluations

Every employee should have a written evaluation. For a new employee, these written evaluations should be completed at the end of the probationary period and then on an annual basis before the first board meeting in January.

The library director will be evaluated at the end of a six (6) month probationary period, then have their performance and salary evaluated on an annual basis before the first board meeting in January. This evaluation will be performed by the Board of Trustees consisting of at least 4 present members.

Library staff will be evaluated at the end of a six (6) month probationary period, then have their performance and salary evaluated on an annual basis before the first board meeting in January. This evaluation will be performed by the Library Director and then submitted to the Board of Trustees.

All evaluations should be based on the employee's job description, personal goals, library goals, and mission for the upcoming year.

Evaluations, as well as any written comments, should be kept in the employee's personnel file. All employees have access to their evaluations and may examine them upon request.

Library Director Evaluation

An important way to ensure and support a highly effective library director is for the board to commit to meaningful performance evaluations annually. The library board and director should have a discussion at the beginning of each year to set goals for achievement and professional growth that are aligned with the library's mission. By linking the evaluation to goal achievement, the board and director are assured that they are heading in the same direction and have the same priorities. When determining what goals to focus on in the coming year, a good place to start is with the director's job description and the most recent strategic plan.

Though not a comprehensive list of focus areas, generally the library director would be evaluated on the following:

- Staff relationships and management
 - Are there signs of low morale among staff?
 - Are there high overall accomplishments?
- Library goals in the strategic plan
 - Are planning efforts ongoing?
 - Is the staff engaged?
 - What goals have been accomplished and what will need further focus in the coming year?
- Financial responsibility and oversight
 - Is the budget on target?
 - Is the money well spent during the course of the year?
 - Have grants been written?
 - Have partnerships been created to help fund special projects?
- Overall quality of library services
 - Is public feedback sought about the quality and scope of the collection?
 - Are services highly used?
 - What kind of media attention do library services get?
 - How does the director evaluate service effectiveness?
- Community relations
 - Is the director identifiable as a community leader?
 - Does the director participate in task forces and committees within the community?
 - Does the director foster a library volunteer program?
- Facilities management
 - Does the director ensure the library is neat, clean, and well maintained?
 - Are marketing and merchandising techniques used to highlight the library's collections and services?
- Board relationships

- o How well is the director communicating with the board?
- o Is the board kept up to date on pertinent issues?
- o Does the director take time to discuss national and statewide trends that may have an impact on local services?

These are some broad areas of discussion both in setting goals and assessing their accomplishment. The process may look different for every board. Some boards will appoint a committee to do the evaluation while others may involve the whole board. All board members should have the opportunity to give input even if they are not directly involved in the evaluation itself.

Personnel Records

Important events in each employee's history should be recorded and kept in the employee's personnel file. Application forms, resumes, performance evaluations, payroll information, attendance records, commendations, corrective action warnings, educational attainment records, and emergency contacts are examples of records that should be maintained.

The Board Treasurer is responsible for notifying the payroll office of changes in address, telephone number, marital status, and change of status of dependents as income tax status and group insurance may be affected by these changes. This up-to-date information enables the payroll office to keep accurate records. This responsibility includes employees on leaves of absence.

Training

The library director will receive compensation for travel and other expenses incurred while attending library-related meetings, workshops, classes, etc. The time spent at such meetings, as well as travel to and from such meetings will be considered work time.

Approval for educational leave and/or tuition reimbursement shall be at the discretion of the Board of Trustees and requires prior approval.

Dress Code

Library staff should dress appropriately and present a neat, clean, and professional appearance during business hours or when representing the Library. We will try to reasonably accommodate library staff who have special dress or grooming needs that are the result of religion, ethnicity, race, or disability.

Attendance and Punctuality

The Belmont Literary and Historical Society Free Library expects employees to be reliable and punctual in reporting for their scheduled work. Library staff will not be penalized for occasional lateness due to a genuine emergency or factors beyond one's control. Habitual lateness fifteen (15) or more times per calendar year is cause for dismissal. Personal business should not be done during library time.

Documentation of Poor Performance (disciplinary actions)

Library staff will be evaluated on their job performance regularly, with a focus on customer service, collection maintenance, program support, and adherence to library policies. If poor performance or misconduct is identified, the following steps will be taken:

- Verbal warning: An initial discussion about the issue, such as failure to follow library procedures, mishandling materials, or poor patron interactions, offering an opportunity for improvement.
- Written warning: Documentation of ongoing issues, including specific examples like neglecting circulation duties, failing to maintain organized collections, or repeated tardiness.
- Final warning or termination: If improvements are not made, further action may result in termination of employment.

Grievance Procedure

Library employees who wish to raise a workplace concern or dispute may follow this process:

- Step 1: Discuss the issue with the Library Director or immediate supervisor, whether it concerns scheduling conflicts, workload concerns, or policy disagreements.
- Step 2: If unresolved, submit a written grievance outlining the concern, how it affects library operations or staff morale, and the desired resolution.
- Step 3: A formal meeting will be arranged to address the matter, and a written decision will be provided.

The library is committed to fostering a positive work environment and ensuring fair treatment for all staff members.

Workplace Safety

Federal and state laws require that most employers furnish a place of employment that is free from recognized hazards that cause or are likely to cause death or serious physical harm to employees. In most instances, an employee may anonymously complain to a state or federal agency about an unsafe work environment and be protected against employer reprisals.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe work conditions to the Board of Trustees. Employees who violate safety standards, cause hazardous or dangerous situations, fail to report where appropriate, and/or remedy a situation, when possible, may be subject to disciplinary action, up to and including termination of employment. Employees are expected to follow all library safety rules.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Library Director or a board member. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Workplace Harassment

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act. Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older) disability, or genetic information. Harassment becomes unlawful when a) enduring the offensive conduct becomes a condition of employment or b) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider hostile, intimidating, or abusive.

The Belmont Literary and Historical Society Free Library has a zero-tolerance policy against harassment. The Library will not tolerate, condone, nor allow harassment. Individuals covered under this policy include employees and applicants for employment; volunteers and members of the public; vendors, trades people, and others conducting business with the Belmont Literary and Historical Society Free Library; and elected and appointed officials.

The Library is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's race, color, religious creed, ancestry, national origin, age, sex, sexual preference, disability, or any other legally protected characteristic will not be tolerated. As an example, harassment (both overtly and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, is strictly prohibited, and is illegal.

Third-Party harassment is prohibited. Third-party harassment includes harassment of the employees by the general public and vendors. Any employee who experiences it should submit harassment complaints to their supervisor. Corrective action appropriate for the offense and sufficient to stop the harassment will be taken. It can range from a verbal or written warning to legal action. Any employee encountering harassment is encouraged but not required to inform the person that their actions are unwelcome and offensive. This initial contact can be either verbal or in writing. The employee should document all incidents of harassment in order to provide the fullest basis for investigation should it subsequently become necessary.

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Job Descriptions

Library Director

Position Title: Library Director

Classification: Part Time, 20 hours per week minimum

Overview: Under the direction of the Board of Trustees, the Library Director develops, administers, and coordinates the work of the library and its staff in providing services to the community. The Library Director is expected to develop programs, develop collections, manage social media accounts, manage staff/volunteers, assist in budget creation, and manage the library facilities.

Responsibilities:

Library Services:

- Check-in, check-out, and shelve books
- Assist patrons with reference questions and computer issues
- Organize Summer Reading Program and other programs
- Maintain library website and social media accounts
- Take material requests, process inter-library loans

Collection Development:

- Select library materials following the Collection Development Policy
- Catalog library materials
- Purge/Weed collection of outdated and unused materials
- Be knowledgeable of current titles and trends
- Prepare overdue notices

Administration:

- Prepare reports and attend all monthly board meetings
- Attend required system director's meetings
- Keep records of monthly/yearly circulation statistics
- Accurately account for monies exchanged during daily operations
- Perform basic technology troubleshooting
- Keep informed of possible grant opportunities
- Keep abreast of technology trends
- Carry out policies as adopted by the Board of Trustee
- Suggest amendments/additions to policies as necessary

Personnel:

- Train, supervise, and evaluate staff and volunteers
- Create work schedules when needed and notify the board president of changes

Financial:

- Prepare annual report for the state
- Prepare invoices and donations for the treasurer
- Assist with preparation of annual budget
- Review monthly income/expenditure reports
- Count down petty cash and prepare a log each month for the treasurer
- Stay within agreed upon budgeting

Facility Maintenance:

- Monitor building and grounds
- Contact appropriate services when needed
- Keep interior clean and safe
- Keep exterior public ways that the library is responsible for, clean and safe

Library Assistant

Position Title: Assistant to the Director

Classification: Part Time, 10 hours per week

Overview: Under the direction of the library director, the assistant to the director supports the daily operations of the library and ensures it remains a welcoming and resourceful space for our community. The ideal candidate will be friendly, organized, and passionate about promoting literacy and learning

Responsibilities:

- Assist patrons with locating materials, using library resources, and answering basic inquiries
- Check in and check out books and other library materials
- Take material requests and process system loans/inter-library loans.
- Register new patrons and maintain/update patron files as necessary.
- Shelf books and maintain orderly collections, ensuring materials are correctly cataloged and easily accessible
- Help with library programs, events, and community outreach initiatives, including preparing materials and setting up event spaces
- Provide basic technology assistance (e.g., computer use, printing, internet access) and troubleshoot minor technical issues
- Create simple displays to highlight library collections, programs, and seasonal themes
- Assist with processing new materials, including labeling and cataloging books
- Ensure the library space remains clean, organized, and inviting for visitors of all ages
- Track usage statistics and gather feedback from patrons to help improve library services
- Perform other tasks as needed to support the library's operations and staff

Circulation Clerk

Position Title: Circ Clerk

Classification: Part Time, 4 hours per week

Overview: Under the supervision of the Library Director, the Circulation Clerk supports day-to-day library functions with a focus on patron service and material circulation. This role is essential in ensuring a welcoming and organized environment, assisting community members with checkouts, returns, and general library use. The ideal candidate is reliable, approachable, and comfortable working independently during designated hours.

Responsibilities:

- Assist patrons with locating materials, using library resources, and answering basic inquiries
- Check in and check out books and other library materials
- Take material requests and process system loans/inter-library loans.
- Register new patrons and maintain/update patron files as necessary.
- Shelf books and maintain orderly collections, ensuring materials are correctly cataloged and easily accessible
- Provide basic technology assistance (e.g., computer use, printing, internet access) and troubleshoot minor technical issues
- Ensure the library space remains clean, organized, and inviting for visitors of all ages
- Track usage statistics and gather feedback from patrons to help improve library services
- Perform other tasks as needed to support the library's operations and staff

Library Cleaner

Position Title: Cleaner

Classification: Flexible, Part Time, 3 hours per week

Overview: Under the direction of the library director, the cleaner helps to keep the inside of the building clean and maintained.

Responsibilities:

- Sweep, mop, and vacuum floors throughout the library
- Dust and clean shelves, tables, chairs, and other furniture
- Empty trash bins and ensure proper disposal of waste
- Clean and sanitize restrooms, including sinks, toilets, and mirrors
- Ensure windows and glass surfaces are smudge-free
- Restock restroom supplies (soap, paper towels, toilet paper)
- Report any maintenance issues or supply shortages to library director
- Maintain a clean and welcoming environment for patrons and staff