**CARUTHERSVILLE PUBLIC LIBRARY**

**Policies and Procedures (Revised 2020)**

The mission of Caruthersville Public Library is to provide quality materials and services which fulfill education, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike.

Caruthersville Public Library will serve all residents of the community and Pemiscot County. Service will not be denied or abridged because of religious, racial, social, economic, or political status or because of mental, emotional, or physical condition, age or sexual orientation.

The use of the library may be denied for due cause. Such cause may be failure to return or allowing damage to library items or to pay penalties assessed for the items lost or damaged. Denial will also come with destruction of library property, disturbance of other patrons or staff, or any other illegal, disruptive, or objectionable conduct on library premises.

The general library goals of Caruthersville Public Library shall be:

1. To serve all residents of the community, Pemiscot County, and the surrounding region
2. To acquire and make available to all residents of the above area such books, periodicals, audio-visuals, and other materials and services to address their needs in becoming well-informed, locating answers to important questions, cultivating imagination and creative expression, developing skills for career and vocational advancement, and enjoying leisure by means of reading and other media services
3. To acquire the means to provide the most frequently requested materials locally and upon demand
4. To maintain a program of service which locates information, guides reading, organizes and interprets material for people of various backgrounds, and stimulates thinking and intellectual development in individuals of any age
5. To strive consistently to discover new methods and improvements for better service for the library’s customers
6. To review regularly these goals of Caruthersville Public Library and, if necessary, revise them in the light of new developments

**BOARD OF TRUSTEES (LIBRARY BOARD)**

Caruthersville Public Library is governed by a Board of Trustees, composed of nine members appointed by the mayor of the city of Caruthersville to serve three terms of three years each. The by-laws for this board are available for review and revised every five years. The library encourages each library trustee to take advantage of training opportunities for trustees offered by the state of Missouri, the MO State Library, or any other statewide agencies or organizations. Likewise, the library encourages trustees to be active in the state library organization and its efforts to inform the governor and legislature of the benefits and needs of public libraries.

  The Board of Trustees shall hold regular meetings each month, except July and December. The hour and date of the regular meetings shall be established by the Board of Trustees. Any exceptions to the specified hour and date must be determined, in advance, by the consent, approval or majority vote of members of the Board of Trustees, provided that in the case of a realistic emergency, any officer or the library director may specify a different date and time for the holding of a regular meeting, or forgo meetings if there is no pressing business. Special meetings of the Board of Trustees may be called by the library director or the president with appropriate notice to all members of the board and following requirements of the Sunshine Law for the community and media. All members of the Board of Trustees must be given no fewer than three (3) days written notice of any special meeting of the Board of Trustees, unless a true emergency prevents the giving of such notice, in which event a board meeting may be called by email notice, telephone notice, or facsimile transmitted notice. Notice of all meetings of the Board of Trustees shall be given to the general public, as required by Missouri law, by the library director. A majority of the total membership of the Board of Trustees – five (5) members - shall constitute a quorum for the purposes of transaction of all meetings of the Board of Trustees. The Board of Trustees may participate in meetings by speaker-phone or by teleconferencing or video conferencing, and their participation by speakerphone, video conferencing or teleconferencing shall count towards the quorum requirements and they may cast votes. Voting by proxy is not permitted.

The Board of Trustees, or Library Board, shall select, appoint, and when necessary for valid reasons, dismiss the director of the library, in accordance with city of Caruthersville salary guidelines and pay schedule.

The Library Board can conduct annual appraisals of the library director’s performance, at which time personal and management goals can be discussed and negotiated.

**LIBRARY DIRECTOR**

The director shall be responsible to the library board in matters pertaining to and concerning the library, be present at monthly board meetings, and prepare and present such reports and meeting documents as requested. The director will also perform preparatory work to assist the board with regular library planning.

The director shall maintain financial records in an efficient manner, present periodic reports to the library board and the Caruthersville city council, prepare the draft of the annual budget to be presented to the library board, and to assist the trustees with the presentation of the adopted request for appropriation to the city of Caruthersville council of aldermen.

The library director shall establish all other needed and necessary positions; wages and benefit levels for all library staff will be in accordance with city of Caruthersville salary guidelines and pay schedule.

The director shall hold regular and needed meetings with staff and/or volunteers for training and interpreting board policy.

The library director can conduct annual appraisals of each employee’s performance, at which time personal and job improvement goals can be discussed and negotiated.

The library director shall provide an effective orientation for new staff to assure that they understand the policies and processes related to the daily operation of the library. The library director will also inform an incoming director about reporting and budgetary requirements that assure accountability and compliance with the law, the expectations of the board in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient board meetings, and rules and requirements for state certification and any assistance which is provided by the state library to acquire and maintain appropriate certification.

The library director shall establish all other needed and necessary positions; wages and benefit levels for all library staff will be in accordance with city of Caruthersville salary guidelines and pay schedule.

The director will have the responsibility for oversight of collection development for all materials in the library – this includes selection, ordering, processing, weeding, and inventory of the collections according to the guidelines in the policy.

The director will recommend changes in or additions to library policies as needed.

**EMPLOYEES**

If the library is closed for construction, severe weather, or any other city, county, state, or national emergency, staff will continue to be paid for any hours worked on site or at home on special library projects assigned by the library director.

An employee of Caruthersville Public Library may be dismissed for any action or behavior that causes the library’s image, reputation in the community, or operation to be diminished. This includes, but is not limited to, incompetence, misconduct, inattention to assigned duties, or unapproved or excessive absences from working scheduled shifts.

Normally, termination would be a final step which would follow a substandard performance appraisal, verbal and/or written warnings, suspension, and/or extended probation.

It is important that complete and clear records be maintained of all disciplinary processes for the protection of the employee and the library.

Caruthersville Public Library wants each employee to be successful in his/her job and will work with employees to eliminate deficiencies.

While notice of intent to terminate can be expected, Caruthersville Public Library reserves the right to dismiss an employee without notice in cases involving theft, drug, alcohol abuse, criminal activity, or in instances of significant misconduct.

A library employee wishing to resign or retire from employment must notify the director or the library board as soon as possible. The library requests a minimum notice of two weeks. For the library director, a notice of at least one month is preferred.

The employee should submit a formal, written resignation statement giving the exact date that employment is to be terminated. Between the time of notice and the time when employment ends, a final performance appraisal can be conducted for reference purposes.

It is the intent of Caruthersville Public Library that every employee shall have the opportunity to express concerns relating to the physical surroundings in which the employee works, procedures and conditions of the specific position, relationships with fellow workers or supervisors, and library rules as they apply to staff.

A concern or grievance should follow this procedure:

1. If possible, discuss the problems with the director. In the case of the director having a concern, this should be discussed with the board president.
2. If the director is part of the problem, or if the board president is part of the director’s problem, the concern/grievance should be submitted in writing for the library board and be delivered to the director, who will deliver the statement to the board president. The board president will, in turn, present the concern, during closed session, to the full board at the next or a special board meeting.
3. The board’s representative will respond to the employee with five (5) days of the board meeting at which the issue is discussed, either providing a determination, solution, or a strategy for how the board will address the issue over time.

It is the policy of Caruthersville Public Library to provide an equal employment opportunity for all qualified and qualifiable persons. Equal employment opportunity shall be according to the provisions of State and Federal laws and regulations.

In compliance with the *Drug-Free Workplace Act of 1988*, the unlawful manufacture, distribution, possession, or use of a controlled substance is prohibited while performing work for Caruthersville Public Library, whether that work is carried out in the workplace building or not. All employees shall abide, as a condition of employment, by the terms of this notice and shall notify the library director or board within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace.

Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination, or such employee may be required by the Library Board or the city of Caruthersville to satisfactorily participate in a drug abuse assistance or rehabilitation program.