

OAK LAWN PUBLIC LIBRARY

BOARD POLICY

PERSONNEL POLICY

THE BOARD

Legal responsibility for the library is vested in the Board of Trustees elected by the voters of the Village of Oak Lawn, Illinois. The Board is the policy-forming body of the Library. The responsibilities of the Board include selection and appointment of a Director who is the administrative officer of the Library. The Board is also responsible for monitoring the compliance of the Library with state directives and of assuring the well-being of the Library building and functions.

See also BP 2.10 Library Board – Director Relationships.

THE DIRECTOR

The Director implements the policies and decisions of the Library Board and serves as ex officio member of the Board. The Director shall attend all meetings of the Board and shall have the right to speak on all subjects under discussion, but may not have the right to vote. The Director is considered a permanent full-time employee of the Library. The Director shall have charge of all properties belonging to the Library and shall be responsible for the proper discharge of duties by all members of staff. All communications of petitions from the employees to the Board of Trustees shall be made through the Director. The Director is in charge of all personnel and is responsible for the hiring and termination of all employees, the assignment of duties, employee morale, establishing standards of service, and implementations of staff development. It is the responsibility of the Director to annually evaluate each employee in writing. If problems with an employee develop, the Director may review them with the Board. In the event that the Director is incapacitated, the Board will appoint an Acting Director.

See also BP 2.10 Library Board – Director Relationships.

THE STAFF

The library staff is the Library's representative to the community, and as such, the staff implements the objectives and the general purpose of the Oak Lawn Public Library in providing effective and comprehensive library services to all members of the community. In a public institution, the ultimate employer is the community. The Library

Board and the community desire a library service of which they can be proud. The responsibility of the staff is to provide that service by giving their full energies and talents each day. Service is the only reason for the Library's existence. This service comes before convenience or personal opinions.

AT WILL EMPLOYMENT

The Oak Lawn Public Library is a "at will" employer, which allows the employment to be terminated at any time either by the employee or the Library "at will" with or without cause, except as prohibited by law. An employee has the right to resign their position at any time, with or without notice and with or without cause. The Library reserves the right, at all times, to take any action deemed to be in its best interests. Matters in question shall be interpreted by the Director.

HIRING

The overall responsibility for selection and hiring of staff lies with the Director. No hiring of personnel is finalized until formal approval by the Director is granted.

Employees must satisfy all identification and Federal employment eligibility requirements as listed on the most recent Employment Eligibility Verification Form (I-9) within three days of hire.

Reference, criminal background, credit checks, and/or DMV Driver's License status of candidates may be conducted prior to appointment to a position, as appropriate.

Staff recruiting and selection is specifically addressed in the Personnel Section of the Library's Administrative Regulations, documents AR 1100 through AR 1199.

WAGES & BENEFITS

The salary schedule is determined and reviewed annually by the Board of Trustees. Wage and salary administration is specifically addressed in the Personnel Section of the Library's Administrative Regulations, documents AR 1300 through AR 1399.

Staff benefits are determined and reviewed by the Board of Trustees. Benefit eligibility, amounts and usage guidelines are specifically addressed in the Personnel Section of the Library's Administrative Regulations, documents AR 1500 through AR1599.

ADOPTED: 02/14/1978

REVISED: 03/14/1978; 09/12/1978; 04/10/1979; 10/09/1979; 07/12/1982; 08/10/1982; 09/14/1982;
10/05/1982; 08/12/1985; 02/11/1986; 09/09/1986; 12/09/1986; 04/14/1987; 04/19/1988; 04/18/1989;
09/19/1989; 04/22/1990; 05/21/1991; 05/19/1992; 06/15/1993; 06/21/1994; 10/17/1995; 06/18/1996;
10/20/1998; 10/17/2000; 11/21/2000; 12/17/2002; 12/21/2004; 01/16/2007; 11/18/2008; 10/19/2010;
11/20/2012; 09/01/2014; 08/30/2016; 12/18/2018; 10/19/2021