

ITEM NUMBER: 6.02b a-b
CHAPTER 6: Library Board
CODE: Procedure
COMPUTER ID: LIB-2b

Title:	Library Director Evaluation and Grievance Procedure
Effective Date:	11-01-2021
Authorized By:	Library Board of Trustees
Date of Last Revision:	11-2021

The Marathon County Public Library Board is responsible for the hiring, supervision and evaluation of the Library Director.

Evaluation

Annually, the Library Board will complete a performance evaluation of the Library Director that will be based on an assessment of how well goals and expectations were met and the regular performance of the Library Director.

Areas to be considered by Library Board members when evaluating the Library Director (as recommended by the Association of Library Trustees, Advocates, Friends and Foundations. "Tools for Trustees: Tip Sheet #6", pg. 3):

- *Staff relationships and management*
- *Board relationship*
- *Accomplishment of objectives set forth in the library's strategic plan*
- *Financial responsibility and oversight*
- *Overall quality of library services*
- *Community relations*
- *Facilities management*

The Library Board will actively discuss areas of concern with the director as issues come up to allow the Library Director to appeal or improve areas before the annual evaluation.

When considering the Library Director's performance, Library Board members may need additional information. The Library Board Personnel Committee, at any time, may request a copy of any of the Library Director's previous performance evaluations from the Marathon County Employee Resources Director to inform any decision on evaluating of the Library Director's performance.

Complaint & Grievance Procedure

Purpose:

This complaint and grievance procedure is established to alert the Library Board to the reasons for employee complaints against the Library Director and to provide effective means for resolving them. The purpose of this procedure is to treat employees fairly and equitably, and to provide employees with fair means to seek redress of alleged violations, misinterpretations or inequitable applications of the Marathon County Public Library's policies, rules, and expectations of conduct relative to employee discipline, termination, or workplace safety.

Procedure:

If a library employee has a complaint and has failed to reach a viable resolution directly with the Library Director, or there is a justifiable reason as to why the employee cannot discuss the complaint directly with the Library Director, a written complaint may be filed with the Marathon County's Employee Resources Director. If a complaint is filed with the Marathon County's Employee Resources department, the Library Board requires the complaint to be forwarded on to the Library Board's Personnel Committee.

The Library Board Personnel Committee will decide to meet in a closed session at the next board meeting or meet in a special closed personnel meeting (as allowed by the provision in Wisconsin Statute 19.85(1)) to discuss if any action needs to be taken. The Personnel Committee will then review the complaint and decide if the complaint has merit.

The Personnel Committee will then recommend a solution or disciplinary action if needed, such as: admonition, reprimand, training, a performance improvement plan, suspension, or removal.

Once the recommendation is made, the Library Director has fourteen (14) calendar days from the day they are notified to appeal. Within sixty (60) calendar days, the Personnel Committee will review the appeal, seek outside counsel if necessary, and make its final decision.

The Library Board's decision shall be final. There shall be no subsequent right of appeal. A grievance can be deemed settled and dismissed at the completion of any step in the grievance procedure if all parties concerned are mutually satisfied. All settlements shall be documented in writing and signed by the employee(s) in question.