

2 - Personnel Policies

2.1 Statement of Administration

The Georgia Public Library is a municipal library and as such, the Town of Georgia Personnel Policy covers all employees. Please see the Town of Georgia Personnel Policy for more information.

2.2 Staff Attendance of Trustee Meetings

The Library Director will attend Trustee meetings. Other staff members are encouraged, but not required, to attend.

2.3 Policies for Volunteers

2.3.1 Choosing Volunteers

Volunteers may be chosen by the Library Director. Other library staff may assign work for them to do with the approval of the Library Director. Volunteers may not choose other volunteers to assist or replace themselves without permission from the Library Director or Board of Trustees.

2.3.2 Training Volunteers

Volunteers will be trained as necessary by Library Director, or other library staff with approval of the Library Director.

2.3.3 Volunteer Problems

Problems with volunteers should be addressed first to library staff, then to the Library Director, and then to the Board of Trustees from the Library Director, in that order.

2.4 Conduct and Confidentiality

2.4.1 Conduct

All library staff will conduct themselves towards the public in a manner which will uphold the Library's goals and objectives.

2.4.2 Confidentiality

Library financial reports and minutes of Trustee meetings shall be available for public upon request. All other library records, including personnel records, are confidential.
