

Trustee Topics 5

Hiring a Library Director

Basic Legal Requirements

- Under Wisconsin law, library boards have the authority to hire, supervise, and, if necessary, fire the library director.
- The library director, in turn, has responsibility for the hiring and supervision of all other persons in library staff positions (provided the library board has authorized those positions).
- The library board also has the legal authority and responsibility for determining the compensation and general duties of the director (as well as of all other library positions).

Basic Legal Requirements

- Wisconsin statutes and administrative code rules require that all public library directors be properly certified by the Division for Libraries and Technology.
- Our library requires a Regular Grade 1 Certification.
- The educational requirements for initial grade I certification are a bachelor's degree from a college or university approved by an accrediting association of more than statewide standing and a master's degree from a library school program accredited by the American Library Association.

Basic Legal Requirements

- Individuals certified at Grade I must participate in 100 contact hours of continuing education in the five-year period prior to recertification.
- Our certification is valid until 3/2024.
- OWLS manages the contact hours for CE.
- At the end of each year, Directors must send in their CE hours for system accreditation.

ADA Compliance

- The ADA requires reasonable accommodations in three areas of the employment process. The first involves the job application process. People with disabilities may only be asked questions asked of all applicants.
- The second area requires reasonable modification or adjustments to the work environment or job procedures and rules, to allow a qualified person with a disability to do the work.
- The third area requires equal access to whatever insurance and benefits are offered to other employees.

What to look for in a new Director

- Experience working with library boards and governing bodies
- Knowledge of budget preparation, policy development, administration, and employee supervision
- Library experience in the following areas: public service, technical services, public relations, and automation experience
- Demonstrated leadership ability and dependability