

Introduction

The Library is governed by a seven to nine member Board of Trustees which establishes the policies under which the Library operates. The administration of these policies is within the purview of the Library Director who manages the day-to-day operation of the Library.

This handbook contains general information about your employment with the Library and outlines policies and procedures that affect your daily work. This handbook reflects the policies and procedures in effect at the present time. The Board of Trustees reserves the right to change them as circumstances require. The handbook is not a contract, nor is it an invitation to a contract. Nothing in this handbook is intended to create or imply any contractual rights.

In addition to describing terms and conditions of employment, this employee handbook should be viewed by employees as a means of clarifying the Trustees' goals, their role in the employment process and their expectations of employees. The Board welcomes policy suggestions in all areas of library operation. Suggestions should be put in writing and given to the Director a week in advance of the next regularly scheduled Board meeting. Meetings are usually held on a Monday of each month at 6:00 pm according to the online calendar (www.cutchoquelibrary.org).