



## Gleason Public Library

# HR AUTHORITY POLICY

*Adopted by the Board of Library Trustees December 2, 2025*

### **Delegation of HR Authority**

The Board of Library Trustees delegate to the Library Director authority for hiring, discipline, and termination of all library employees other than the director.

### **Personnel Administration Policies and Procedures**

The Town of Carlisle Personnel Policies shall apply to all Gleason Public Library employees, including the Library Director, except where a provision of the Director's personal employment contract or a collective bargaining agreement conflicts with these policies. These include policies for paid time off, other employee benefits, and the procedures for approval of new positions and changes to existing positions (e.g. job titles, pay classifications, etc.)

### **Procedures – Library Director Position**

#### **Hiring Process**

When a vacancy occurs for the Library Director position, the Library Trustees will notify the Town Administrator and Town HR Director and consult with them on personnel policies and procedures and the job description, salary range, and benefits for the position. The Library Trustees will discuss and approve a hiring plan and timeline in open session. The plan will include:

- Any proposed changes to the position
- Hiring committee charge and composition
- Proposed hiring timeline
- Interview process and/or appointment decisions
- The delegation of any parts of this process

Mass. General Laws Chapter 78, section 34, provides for written employment contracts with library directors. The written contract must at least outline the basic conditions of employment, including the establishment of a probationary period. The contract must also establish the procedure for specifying cause for dismissal after the probationary period. When hiring a Library Director or modifying their employment contract, the Library Trustees shall consult with the Town Administrator and Town Counsel regarding the terms of employment.

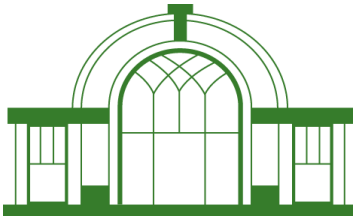
#### **Discipline Process**

Any relevant terms of the Library Director's employment contract shall be followed. In addition, the Town Administrator and HR Director may notify the relevant Board of any recommended disciplinary action. The Board must respond with an action plan (to include a vote on not taking an action). The employee has the right to grieve the action to the Board and/or a third party.

#### **Termination Process**

Termination shall follow the terms of the Library Director's employment contract.





## Gleason Public Library

# HR AUTHORITY POLICY

*Adopted by the Board of Library Trustees December 2, 2025*

### **Procedures – other Library positions**

The Library Director has authority over hiring, discipline, and termination for all other library employees.

#### **Hiring Process**

The Library Director will follow a standardized hiring process agreed between the Library Director and Library Trustees. The Library Director will notify the Town HR Director of any vacancy and consult with them to ensure consistency with Town HR processes.

Any proposed changes to a position will be presented to the Board of Library Trustees and Town Administrator and HR Director for approval.

Vacancies and appointments will be announced to the Library Board of Trustees at their next meeting in open session.

#### **Discipline Process**

The Library Director will notify the Town Administrator and Town HR Director of any recommended disciplinary action and consult with them to ensure consistency with town HR procedures and policies. The employee may grieve the action to the Board of Library Trustees.

#### **Termination Process**

The Library Director will consult with the HR Director and Town Counsel before terminating an employee, and follow town HR procedures and policies.

#### **Dispute Resolution Process**

In the case of a dispute between a Library employee and an employee appointed by another Board, the Town Administrator and HR Director may notify the relevant Board of any recommended disciplinary action.

The Board must discuss at their next meeting and respond with an action plan (which may include a vote on not taking an action) in writing. If an employee is not satisfied with the Board's decision, he or she may request that the Board consult Town Counsel for an unbiased recommendation.

