
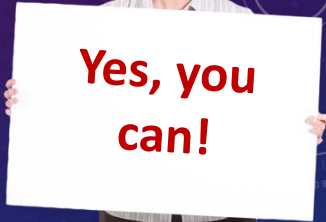


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 A woman with short dark hair and glasses, wearing a black top and pants, stands against a blue background with faint circular patterns. She is holding a white rectangular sign. The sign features the University of Vermont logo (a green square with a white building icon) and the text "THE UNIVERSITY OF VERMONT" in a smaller font above the word "EXTENSION" in a larger, bold, green font.

1

E. LIBRARY TRUSTEES
 A town may establish a public library... (blah blah blah) **The trustees then have full power to manage the public library, make bylaws, establish a library policy and receive, control and manage library property. 22 V.S.A. § 142. (blah blah blah)**


 A woman with short grey hair, wearing a light-colored top and dark pants, stands against a blue background with faint circular patterns. She is holding a white rectangular sign with the text "Yes, you can!" written in red, bold, sans-serif font.

[Handbook for Vermont Selectboards - Complete \(highgatevt.org\)](http://highgatevt.org)

2

**Reminder:
Policies & procedures.**

- 1. Ensure that laws and regulations are followed!**
- 2. Guide behaviors!**
- 3. Codifies practices!**



3

PERSONNEL POLICY FOR VERMONT
PUBLIC LIBRARIES

The tale of two libraries,
incorporated and
municipal.



**You need
one.**

https://www.uvm.edu/sites/default/files/UVM-Extension-Cultivating-Healthy-Communities/Library_personnel_policies_-_quick_read.pdf

4

PERSONNEL POLICY FOR VERMONT PUBLIC LIBRARIES

Incorporated? You are your own corporation with your own policies and procedures.

Municipal library? You can choose to adopt town policies or may create your own.



5

CLEAR. CONCISE. COVER THE BASES.

1. MUNICIPAL? It will be different than the town. Differences may cause distractions.
2. Independent personnel policy may lead to division or perception of division.
3. You will have to **maintain it**. You are responsible. For example:
 1. **Crime Victim Leave.** Act 184, which took effect on July 1, 2021
 2. **Marijuana in the Workplace.** Act 86, which also took effect July 1
 3. **Vermont Wage & hour rules:** <https://labor.vermont.gov/wage-and-hour/wage-and-hour-laws-regs-and-rules> *military leave, nursing mothers, earned sick time, sexual harassment...*



6

5. Municipal libraries may want to become familiar with the **VLCT Municipal Employment Law Handbook** at the Vermont League of Cities and Towns, www.vlct.org.
6. Any public library -- **I suggest that an attorney** who knows labor law review your work. If you are a municipal library, but have your own personnel policy, speak to your town administrator to clarify the legal support available through the town.
7. There are a lot of examples available!

<https://www.vlct.org/vlct-model-personnel-policy-updated>

<https://libraries.vermont.gov/sites/libraries/files/PublicLibraries/Writing%20Policies%202016.pdf>
Writing Policies, by Amy Howlett, Library Development Consultant, Vermont Department of Libraries, January 2016.

