

And Now

The Quiz

The Hiring Process



6/2/2021

sommersmith@winnefox.org

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sommersmith@winnefox.org

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The Hiring Process

Hiring Question 1

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Hiring Question 2

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sommersmith@winnefox.org

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Hiring Question 1

Hiring Question 1

Which of the following should we avoid asking in a job interview?

- A. Questions about the candidate's general health and physical abilities
- B. Whether the candidate is married or not
- C. Whether the candidate is a United States Citizen
- D. If the candidate has children or plans to start a family.

Hiring Answer 1

This is a Trick Question! You should avoid asking all these types of questions.

- A. You may ask if the candidate can perform all the duties listed in the job description and, if they express concern, you can follow up with further questions. But asking these questions out of that context could be used by an unsuccessful candidate as evidence of discrimination.
- B. Marital status is a protected category and cannot be used in employment decisions.
- C. You may ask if a candidate is a legal resident and can legally work in this country, in fact you are required to verify that employees are legally entitled to work in this country. But you cannot discriminate between citizens and non-citizens.
- D. Family status is a protected category.

Hiring Question 2

Hiring Question 2

True or False: The candidates' education doesn't matter because there are classes they can take and they can learn on the job.

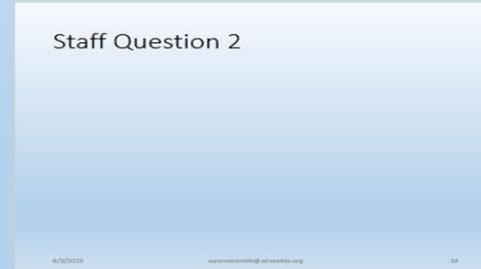
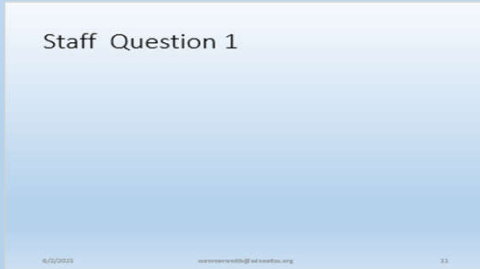
Hiring Answer 2

False! In order to receive certification a director must have achieved a certain level of education, by the date of hire, which varies by size of the community.

Certification Level	Municipal Population	Initial Educational Requirements
Grade III	Fewer than 3,000	54 semester Credits
Grade II	3,000 to 5,999	Bachelor's Degree
Grade I	6,000 or more	Masters in Library Science

Additional education may be required.

Library Staff



Staff Question 1

Staff Question 1

Which of the following does the Board not do?

- A. Approve job descriptions
- B. Set staff wages
- C. Schedule staff hours
- D. Set library holiday hours

Staff Answer 1

C. Schedule staff hours. While the library board determines staff wages and the number of hours worked, it's up to the director to schedule staff time to best meet the library's needs.

Staff Question 2

Staff Question 2

A library staff member comes to you with a complaint. You should

- A. Listen sympathetically and say you'll look into it
- B. Gently but firmly cut her off and tell her she needs to talk to her supervisor (if she has one) or the director (if she does not).
- C. Take her complaint to the library director
- D. Tell her that's how it is and to go work somewhere else if she doesn't like it.

Staff Answer 2

B. Refer her to the director or supervisor.

An employee complaint should reach the board only after it has been addressed by the director and the employee has appealed the director's decision to the board. Your grievance procedure should spell this process out.

Library Policies

Policies Question 1:

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Policies Question 2

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sommersmith@winnefox.org

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Policies Question 1:

Policies Question 1:

True or False: The library's personnel policy should include a written grievance procedure.

Policies Answer 1:

True. One of the provisions of 2011 Wisconsin Act 10 was to require all local government units (counties, cities, villages, towns) that did not have a civil service system to establish a grievance system. In some cases libraries have created their own procedures; in others they have adopted the municipality's.

In cases where the municipality's policy has been adopted, wording must be present that maintains the library board's authority over staff.

Policies Question 2

Policies Question 2

Name four items the library's personnel policy should include.

Policies Answer 2

- Benefits (insurance, retirement, etc)
- Breaks
- Certification & Continuing education (workshops, classes, conferences)
- Definition of employee status (Full-Time/Part-Time; Exempt/Non-Exempt)
- Discipline and termination
- Drug & alcohol use
- Equal Employment Opportunity (EEO) Policy Statement
- Fair Labor Standards Act (FLSA) statement
- Family & Medical Leave Act (FMLA) statement
- Grievance Procedure
- Harassment
- Hours of work
- Paid and unpaid time off (vacation, sick, jury, military, maternity)
- Pay period, pay date, and method of payment
- Performance reviews
- Travel & meal allowance
- Use of library computers
- Work rules & code of conduct

Library Board Powers and Duties

Powers & Duties Question 1

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sommersmith@winnefox.org

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Powers & Duties Question 2

True or False: The library board hires library staff.

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Powers & Duties Question 1

Powers & Duties Question 1

True or False: The library board is the final authority regarding library staffing.

Powers & Duties Answer 1

True, mostly.

Statutes give the library board the authority to hire the library director and to determine staff positions and their duties, wages, and other compensation (The library director hires and supervises other staff). This would seem to give the library board total control over library employees.

The League of Wisconsin Municipalities, however, holds that library employees are municipal employees and therefore subject to the same terms or conditions of employment regarding benefits, vacation, etc. that apply to other municipal employees. On the other hand, the DPI holds that the library board determines the benefits for its employees and that these benefits can be different than benefits received by other municipal employees.

Most boards and municipalities negotiate some middle ground.

Powers & Duties Question 2

True or False: The library board hires library staff.

Powers & Duties Answer 2

False! The library board hires the director and determines other staff positions and their duties, but the library director hires them.

Meetings

Meetings Question 1

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sommersmith@winnefox.org

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Meetings Question 2

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sommersmith@winnefox.org

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Meetings Question 1

Meetings Question 1

When is a closed session required?

- A. When interviewing candidates for library director.
- B. When conducting a disciplinary hearing.
- C. When evaluating the library director.
- D. When setting staff wages

Meetings Answer 1

This is a Trick Question! Closed sessions are never required under Wisconsin law. Closed sessions are permitted in the first three cases: interviewing candidates, conducting a disciplinary hearing, and evaluating the director.

In the fourth case, setting staff wages, a closed session may be permitted. You may go into closed session for setting the wages of a particular person; i.e. deciding whether to give the director a raise and how much. However a closed session is not allowed when you're not dealing with a specific person; i.e. when determining the salary range for the director position or setting a pay matrix for library staff.

Meetings Question 2

Meetings Question 2

True or False: The board president designated a subcommittee to review applications. Because there's just a few of us we don't have to follow all that open meetings stuff.

Meetings Answer 2

False! Any board committees must follow the Open Meetings Law, just as the full board does. This includes posting an agenda, keeping minutes, etc.

Odds & Ends

Odds & Ends: Question 1

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sommersmith@winnefox.org

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Odds & Ends Question 2

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sommersmith@winnefox.org

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Odds & Ends: Question 1

Odds & Ends: Question 1

True or False: As a board member, if I see something I don't like I can tell the director to change it.

Odds & Ends Answer 1:

False! (mostly) The library director answers to the board as a whole, not to each individual member. An individual trustee should direct the director only when authorized by the full board. In cases where a decision must be made immediately the board president may exercise this authority.

Odds & Ends Question 2

Odds & Ends Question 2

True or False: As a library trustee I can apply for a vacant position at the library.

Odds & Ends Answer 2

False!

Under Wisconsin Ethics laws, an appointed public official cannot be an employee of the agency he or she is appointed to oversee.

If the position pays enough, even applying for a position while a trustee may be considered a Felony.