

Recruitment and Appointment

The authority and responsibility for the selection and appointment of the Library Director rests with the Board of Trustees (hereafter referred to as “the Board”). The Director recruits and recommends to the Board all other individuals to be hired. All hiring is done in compliance with the Library’s Equal Employment Opportunity Policy.

Resumes and applications for full-time positions will be accepted in response to advertisements posted by the Library on its webpage, Facebook page, Library bulletin boards, on library listservs, in one or both of the official newspapers, and in other places the Director of Board of Trustees deem appropriate. Unsolicited resumes and applications will not be retained.

Resumes and applications for part-time positions will be continuously accepted. They will be kept on file for one year and then discarded. Applicants may resubmit a resume or application.

When a part-time position is open, the Library will review any applications on file that are less than a year old. At the Director's discretion, the Library may also choose to advertise the position on its webpage, Facebook page, Library bulletin boards, on library listservs, in one or both of the official newspapers, and in other places the Director or Board of Trustees deem appropriate, at any time in the search, if it desires to increase the pool of applicants. Candidates will be invited to interview from the pool of applicants of resumes and applications on file and those received in response to the advertisement.

Resumes and applications received in response to an advertisement will also be kept on file for one year and may be reconsidered an invited to interview in the event of a similar part-time opening.