

Personnel Policy

Purpose

The purpose of this Personnel Policy is to establish clear expectations, procedures, and standards for employment at Ticonderoga Black Watch Memorial Library. As a public institution, the library is committed to maintaining a professional, respectful, and effective workplace that supports quality service to the community.

Status of the Library

Ticonderoga Black Watch Memorial Library is a municipal public library chartered under the laws of the State of New York. As a municipal library, the library operates in cooperation with the governing municipality and is subject to applicable federal, state, and local laws, regulations, and policies.

Applicability of Town Personnel Policies

Because Ticonderoga Black Watch Memorial Library is a municipal library, library employees shall be covered by and subject to the applicable personnel policies, practices, and procedures of the Town of Ticonderoga, unless otherwise specified by library board policy, collective bargaining agreement, or applicable law.

Town personnel policies may include, but are not limited to:

- Equal employment opportunity
- Anti-harassment and discrimination policies
- Employee classifications
- Hiring procedures
- Compensation and payroll practices
- Work schedules and attendance
- Leave benefits and accruals
- Holidays
- Workplace conduct
- Safety procedures
- Discipline and grievance procedures
- Use of municipal property and technology
- Drug-free workplace standards
- Required trainings

Governance and Oversight

The Ticonderoga Black Watch Memorial Library Board of Trustees retains authority over Library governance, policy development, and oversight of library operations, including:

- Appointment and evaluation of the Library Manager
- Adoption of library-specific operational policies
- Budget oversight
- Strategic planning
- Personnel decisions where required by law or charter

The Library Manager, under authority delegated by the Board of Trustees, shall manage day-to-day personnel administration consistent with town personnel policies and library policy.

Employment Practices

All appointments, promotions, compensation decisions, and employment actions shall be made in accordance with:

- Applicable civil service requirements
- Town employment policies
- New York State law
- Federal employment law
- Any applicable collective bargaining agreements

Library-Specific Expectations

In addition to town personnel policies, employees of Ticonderoga Black Watch Memorial Library are expected to:

- Provide courteous and equitable public service
- Maintain patron confidentiality as required by law
- Support intellectual freedom principles
- Use Library resources responsibly
- Maintain a welcoming environment for all patrons
- Perform duties assigned by supervisors consistent with job descriptions

Conflicts Between Policies

If a conflict arises between town personnel policies and library board-adopted policies, the matter shall be reviewed by the library board in consultation with municipal officials and legal counsel.

Revised by the Board of Trustees

Date

Adopted by the Board of Trustees

4/23/2026