

LOUTIT DISTRICT LIBRARY  
POLICY REGARDING CONTENTS OF THE LIBRARY DIRECTOR'S PERSONNEL FILE

In addition to the materials and documents otherwise required by state and federal law, the Library Director's personnel file shall include the following:

1. Library Director Job Description. Updates to the job description adopted before and during the Library Director's tenure shall also be included.
2. Library Director's Letter of Application and Resume.
3. Summary of Library Director's Pay and Benefits
4. Copy of LDL Board of Trustees minutes for the meeting when the Library Director is selected.
5. Copy of LDL Board of Trustees minutes reflecting the hiring of the Library Director.
6. Summary Performance Evaluations and Library Director's responses.
7. The Business Manager shall maintain the Library Director's personnel file

Adopted by the Loutit District Library Board of Trustees on December 16, 2008

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Mary Jane Belter, Secretary