



The Board of Trustees of the Conway Public Library seeks to create a work environment that encourages transparency, trust, openness and communication. As part of this effort, the Board has approved the creation of a Trustee/Employee Liaison program for Library employees as described in this Policy.

The intent of this program is to provide Library employees with the ability to speak directly with an identified Trustee to raise concerns about any matter related to their employment. This program does not take the place of the employee grievance procedures. Instead, the goal is to provide employees with a way to communicate concerns that may not be appropriate for the grievance procedure but which affect the employee's job, working conditions, job performance, or work environment.

Board members will rotate to serve as the Trustee/Employee Liaison. The first assigned Liaison will attend an upcoming Library staff meeting to introduce and explain this program. The Liaison is empowered on behalf of the Board to accept concerns raised by any Library employee about any matter related to their employment. The Liaison will bring such concerns to the full Board of Trustees for discussion by the Board in a nonpublic session of a Board meeting held in compliance with RSA 91-A:3. The Liaison does not have authority to make decisions for the Board regarding any potential action to be taken in response to employee concerns, and the Liaison will refrain from discussing employee concerns outside of a nonpublic session except as directed or permitted by the Board.

Employees may communicate with the Liaison either in person or by telephone. The Liaison will hold "office hours" at the Library which will be posted on the 1st of each month. The first rotation will begin immediately and end at the end of next month.. In addition, employees may reach the Liaison by telephone during office hours. This program is intended to be in effect for a period of six months from the date below. The Board of Trustees reserves the right to terminate this program at an earlier date or to extend it for a longer time, as the Board finds appropriate.

Approved by vote of the Conway Public Library Trustees on October 18, 2022.