

Open Hours - Staffing Policy

In order to better provide for the safety of library patrons, staff, and the contents of the library, the Board of Trustees of Neill Public Library direct that at least three staff members shall be on duty during all regularly scheduled open hours. The Board further directs that at least one of the three staff members shall be an information desk employee. The Information desk employee is in charge of the library in the absence of the Director or Library Division Managers. For the purposes of this policy a staff member shall be any person legally hired by the city as a library staff member. In cases of uncertainty about the qualifications of the chosen personnel, the decision of the Director of the Library or the Director's appointed deputy shall be final. If for any reason the staff on duty does not meet the above criteria the library shall be closed until properly qualified supplementary staff can arrive and assume responsibility.

Adopted by the Neill Public Library Board of Trustees, April 6, 1989
Revised November 15, 2006