

## **STAFF POLICIES**

Library Board policy as of November 8, 2000, revised May 13, 2015,  
revised May 18, 2021

### **SCHEDULING And STAFFING POLICY**

1. There will be at least three (3) paid library employees in the Library when it is open to the public.
2. There will be a staff meeting held during the second week of every month. Minutes of the staff meeting should be given to the Library Board chairman.
3. All Professional staff shall work one (1) evening per week. The Library Director works the first two Wednesdays of each month for Board meetings and attends all other evening meetings after her/his normal workday. The Library Director shall work at least one additional evening of his/her choice, interacting with library patrons.

### **CLOSING**

1. For safety reasons, employees should not exit the Library alone at closing.

### **STAFF BORROWING POLICY**

1. Staff members, like all library patrons, are expected to charge out all library materials through the computer, return library materials promptly, and pay for any lost materials.