

TRUSTEES' HANDBOOK—POLICIES

BOXFORD TOWN LIBRARY

Minimum Staffing Level Policy

The Boxford Town Library strives to provide quality services to its patrons. The Library also needs to be a safe place for the employees. To ensure the safety and security of Library staff and provide consistent quality of service, the Boxford Town Library will maintain a minimum staffing level.

The minimum staffing level required for the Library to engage in normal operations is two staff members.

In the event the staffing level at the Library falls below the minimum staffing level, the Library Director, or designee, will determine if the procedures outlined in the Emergency Closure section of the Library Hours and Emergency Closure Policy are to be followed.

The minimum staffing level is established by the Library Board of Trustees who have the right to review and modify this policy to meet the changing needs of the Library.

Approved: March 9, 2020
Reviewed and revised on: