



**Neill Public Library**

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## Open Hours – Staffing Policy

In order to ensure an acceptable level of public service, along with the safety of library patrons, staff, and the contents of the library, Neill Public Library shall have at least three staff members working during all regularly scheduled open hours. At least one of the three staff members shall be the Library Director or their designee. For the purposes of this policy, a staff member shall be any person legally hired by the City of Pullman as a Neill Public Library staff member. In cases of uncertainty about the qualifications of the chosen personnel, the decision of the Library Director or the Director's designee shall be final.

In the event the library is open to the public outside of regularly scheduled open hours, at least two staff members shall be working at the library, with one being the Library Director or their designee. This includes but is not limited to special programs and activities occurring at the library outside of regularly scheduled open hours.

If for any reason the number of staff or qualifications of staff working at the library does not meet the above criteria, the library shall be closed until properly qualified staff can arrive to work at the library.

Approved by the Neill Public Library Board of Trustees April 6, 1989  
(Revised 11/15/2006, revised 8/16/2023)