

TRUSTEES' HANDBOOK—POLICIES  
BOXFORD TOWN LIBRARY

Policy on Library Hours & Emergency Closures

The Library will be open a minimum of 25 hours per week in accordance with the certification standards of the Massachusetts Board of Library Commissioners. The regular service hours are determined by a vote of the Library Board of Trustees. The current hours of operation are listed on the Library's website at [www.boxfordlibrary.org](http://www.boxfordlibrary.org).

In the event of extreme weather conditions, insufficient staffing or situations within the building which constitute a threat to the health or safety of the occupants:

- A. The Chair of the Board of Selectmen, in consultation with the Town Administrator, may close all Town Offices, including the Library.
- B. The Library Director, or their designee, will consult with the Trustee Chair, or Vice-Chair. The Trustee Chair or Vice-Chair will contact the Board of Selectmen Chair and or Town Administrator with the rationale for closing. A joint decision regarding the closure of the Library is made between the Trustee Chair or Vice-Chair and the Chair of the Board of Selectmen and or Town Administrator.
- C. The Library Director, or their designee, after making every effort to contact the Trustees Chair or Vice-Chair and or Town Administrator, may close the Library at their discretion. (In such case, payment of staff for lost hours is with the staff person's accrued vacation or personal time or made up through an approved plan in consultation with the Library Director.)

The public shall be notified of such closings in as efficient a manner as possible.

Payment of staff for lost hours due to emergency closings is determined by Massachusetts State Law, Town Policy and employee contracts.

Policy voted and adopted on: 9-16-1993

Policy last reviewed and amended on: 3/13/2008, 2/11/2019, 12/13/2021