



Keene Public Library Policies

Personnel	Adopted: June 24, 2025
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The Board of Trustees may establish such rules and regulations for the government and management of the Library as they may deem advisable. Unless included in the policy below or voted to the contrary by the Board of Trustees, the Library will follow the City of Keene’s Employment Handbook.

The Library Director shall be the executive head of the Library and shall be responsible to the Board of Trustees. The Library Director shall have charge of the administration of the Library, subject to the control of the Board of Trustees, and shall be responsible for the efficiency of the Library service to the public, shall have charge of the employment and direction of the staff and shall be in charge of the operation of the Library, all subject to the supervision and approval of the Board of Trustees.

During extreme weather situations or emergencies, the Library Director or designee may close the Library, adjust staff hours and staff work locations per the Library’s Emergency Operations Policy.

The Library will close on Thanksgiving Eve, Christmas Eve, and New Year’s Eve at 4:30 p.m. if the holidays fall on days when the Library would otherwise be open later, With approval of their supervisors, Qualified Part-Time staff and Full-Time Staff may adjust their schedules to minimize leave without pay and/or use of paid time off during holiday weeks.

Salary scales and classification shall be made, at the discretion of the Board of Trustees, in accordance with the established Salary Plan for the City of Keene, and these shall be developed in cooperation with the City Manager, or their designated representative. Any change in amounts, range designations, or positions may be made by an amending ordinance.

No Trustee may be employed by the Library.

Whenever it becomes necessary to reduce the staff, the Keene Public Library will do so in a manner that best serves the interest of the Library. The following criteria, in the order of priority hereinafter stated, shall govern such reduction in staff:

- a) the need of the Library for particular skills and experience;
- b) the education, training and experience of the staff members;
- c) the seniority of the staff member.