

EMERGENCY CLOSINGS

The Director has the authority to close the library due to inclement weather or emergencies such as mechanical failures or loss of power. The decision to close the library for any emergency shall be made by the Director who may consult with other employees and/or local officials. The Library will not necessarily conform to school closings. Once the decision is made to close the library notices will be posted on the library website and/or Facebook.

It will be up to the discretion of the Director as to whether the staff continues to work or is dismissed early. Dismissed staff will not be paid. If the library is closed staff may use Personal or Vacation time to make up the hours if they are not working. Lead Librarian and Director will be compensated, hours wise, for their closing efforts. If the closing occurs in the morning, staff will be notified of closings by text, phone call, or email before they are scheduled to report to work.

If the library is closed for any temporary emergency (snow storms, utilities failure, etc.) not exceeding two days, all staff regularly scheduled to work at the time of the emergency will be “on call.” Since these staff members are “on call,” they must be available to work if the library is re-opened. When possible, staff will be given a minimum of one hour’s notice that the library will re-open after an emergency closing. For any closing that exceeds two days, the Board of Trustees will determine staff compensation.

In case of less severe storms, anyone who feels he/she cannot get to work should call the director and/or lead librarian. They may still be subject to disciplinary action due to absenteeism. The employee may be allowed to take vacation time, a personal leave day or uncompensated time under these conditions. This is not to be abused.

Adopted December 10 2018