

Emergency Closing Policy

Adopted September 2023

Reviewed September 2024

Scope

Emergency conditions may force the library to close temporarily with little or no notice to preserve the safety of staff and community members.

Determining Whether or Not to Close the Library

- Examples of emergency situations that may require the library to close:
 - Extreme weather that results in local, county, or state-issued travel bans (blizzard, ice storm, extremely high winds, tornado watches).
 - Water outage or flooding in the library.
 - Lengthy interruption of electricity to the building.
 - Heating or cooling system malfunction that brings the temperature of the library outside safe levels for staff and community members.
 - Major damage to the building.
 - Community violence that threatens to spill into the library or threats of violence to the library itself.
 - Health emergencies.
- The Director, one of the Assistant Directors, or one of the Librarian IIIs will make decisions about closing in consultation with the Town of Henrietta administration and the Library Board President.
- In situations that develop rapidly and require immediate action to maintain staff and community member safety, the Director, Assistant Directors, or any building manager (Librarian, Librarian Trainee, Principal Library Clerk, Senior Library Assistant, or Senior Library Clerk) on site may act to close without consulting the Town of Henrietta or Library Board President.

Payment of Staff During Emergency Closures

- Staff who are scheduled and who have not called in will be paid for scheduled hours in the event of an emergency closing:
 - When the library is closed before opening hours and staff are called to not come in.
 - When the library closes early and staff are called not to come in or are sent home.
 - When staff arrive after the library has a delayed opening.



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- Staff who decide to call in to use vacation or unpaid time before the determination is made to close:
 - Full-time staff will take vacation time.
 - Part-time staff with benefits can use to take vacation, make up their hours, or receive no pay.
 - Part-time staff with no benefits may choose to make up the hours or receive no pay.
- Staff scheduled off due to flex or vacation time may not take this scheduled off-time on another day.