



Clinton Community Library

EMERGENCY CLOSING POLICY

Short-Term Closure

The Library will generally be closed for inclement weather conditions consistent with the closings of the Rhinebeck Central School District but may be reopened at the discretion of the Library Director.

In the event of an emergency, or lack of heat or power, the Library may be closed at the discretion of the Library Director or Board President. In the event of an emergency, staff will contact the Director who will then contact the Board President. If the Director cannot be reached, staff should contact the Board President directly.

In addition:

- A message regarding the closing will be posted on Facebook and the CCL website.
- The closing will be listed on www.cancellations.com.
- If staff are at the Library when the decision to close is made, a note will be posted on the door.

In the event that the Library closes during a staff shift, the staff will be paid for their full shift. Staff scheduled for subsequent shifts may be notified not to report to work and will not be paid. Minimum staffing level for a temporary period of time (one week or less) is defined as two healthy employees available to be present at CCL during business hours with a maximum 7-hour workday and 35-hour workweek per full-time employee, and no more than 20 hours per part-time employee.

Long-Term Closure

In the event that the Library needs to be closed for an extended period of time (one week or more) CCL may be required to operate with limited staffing and/or take unique measures, including service restrictions, limited hours of operation, and possible closure or relocation. As recovery from a pandemic, fire, or other long-term emergency may be slow, it is important to ensure that the core activities of CCL can be maintained for several weeks or more with limited staff and reduced hours. Every possible effort will be made to set up a satellite site in order to conduct normal Library business.

In the event of a long-term emergency, the Library will follow any mandated order or recommendation for closure issued by public health or government officials on the local, county, or state level. The Library will endeavor to follow all federal and state recommended operational guidelines.

Commented [JC1]: "Long term emergency" is inclusive of pandemic

If for any reason the Library Director is unable or unavailable to perform his/her responsibilities, the Board President must be notified and the Board of Trustees must approve a designee who will immediately assume administrative authority and responsibility for all library operations.

Commented [JC2] : I think this concept needs to be moved up from below, because "LD or designee" should appear throughout this section

The minimum number of qualified staff necessary to provide service safely and efficiently will be determined by the Library Director or designee.

At the discretion of the Library Director or designee, CCL may close, reduce its operating hours, or limit services temporarily in the event that there is not sufficient staff to maintain appropriate staffing levels or if CCL is unable to maintain adequate health and safety protection for staff. In the event of closure or reduction in operating hours, the Library Director or designee will maintain communication with the Board of Trustees and staff and follow the procedures outlined below.

Library Systems

In the event of a closure of more than five business days, the Mid-Hudson Library System will be notified and asked to remove the Clinton Community Library from the paging list for holds. As soon as a re-open date is confirmed, MHLS will be notified of the date.

No overdue charges will be assessed for library materials during this period.

A sign will be placed on the exterior book drop discouraging patrons from returning materials there, but it will be cleared for as long as possible.

To provide service safely and efficiently, the following actions may be taken at the discretion of the Library Director or designee:

- Restricted access to meeting room spaces
- Reduction of business hours
- Cancellation of all special events, educational sessions, and meetings
- Suspension of delivery to libraries
- Closure of the library system building

Staffing

The minimum staffing level, defined above, will be maintained if possible. An inability to maintain this temporary minimal level will result in reduced hours or the closing of the Library. To protect staff, the following actions may be taken at the discretion of the Library Director or designee:

- Increased health and safety measures following all recommended county, state, and federal guidelines
- Reallocation of employee responsibilities and shift/schedule changes to provide coverage during open or closed hours

Commented [JC3] : This is pandemic specific – just keep generic, no examples needed

If the CCL building is open, employees are expected to report to work on time as scheduled, excluding any excused absences. In the event of closure, employees may be asked to work from home and any such employees shall be compensated for their scheduled hours.

Commented [JC4] : Do we want this to be a definitive statement to guarantee WFH/hours, or should it be more flexible?

Communication

In the event of curtailed hours or closure, employees may be asked to work from home and will be in communication electronically and by phone. Effective communication is a priority. Information and updates will be posted on the library's website homepage, Facebook page, through local media, and on a sign outside the library. Every effort will be made to keep the information current.

The Board of Trustees will remain in communication electronically and by phone and will continue to meet monthly, at the discretion of the Board President.

Commented [JC5] : Same comment as above

Prioritization of Services

Priority will be given to the following essential services:

- Information services online, by phone, or via email
- Payroll
- Accounts payable
- Facility maintenance

In the case of reduced staffing or reduced business hours, the Library Director or designee will prioritize service-related tasks and assign the daily work plan to staff via email or phone.

The Library Director or designee shall continue to submit biweekly payroll. Associated reports shall be emailed to the bookkeeper if possible, and/or physical copies filed in the library.

Library bills will be paid on-line, if possible, by the Library Director or designee.

Amended & Approved by the Clinton Community Library Board of Trustees on April 13, 2020

Approved by the Clinton Community Library Board of Trustees on January 13, 2015.