



Policy #200-1

Adopted Date: January 2004

Revised Date: February 2022

Emergency Closing Policy

Closing the Library is an administrative decision of the Library Director or Library Board President. If New York State, Monroe County, or other local governmental organization declares a state of emergency, the library will be closed. In most situations the Library will reopen when the state of emergency is lifted or the Library Board determines.

Librarians, clerks and desk aides scheduled to work will be paid for hours lost because of closing, whether they are at work at the time of closing or not. Pages will be paid for their scheduled hours of employment if they are already at work at the time of closing. In the event of an extended emergency closing, the Seymour Library Board of Trustees, in collaboration with the Library Director, will determine remunerates.

Emergency Closing Procedure

The following actions will be taken in the event of an emergency closing:

- The Library Director or designee, and the Board President or their designee will Inform the staff and volunteers who are scheduled to work that day
- Programmers will contact program registrants to notify them of the closing
- The Library Director/Designee will input the closing on 13 WHAM's School and Community App: <http://13wham.com/weather/closings/school-closings-admin>
- The Library Director/Designee will post the closing on social media
- The Library Director/Designee will inform the clerks of the three municipalities and DPW on call for the current year
- Library Director/Designee will send out an email to mclslist@libraryweb.org to notify other member libraries of the closing
- When the library reopens, staff will backdate all items returned during the emergency closing

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