

# Solomon Wright Public Library

## **LIBRARY CLOSURE POLICY**

**1. POLICY OVERVIEW:** This policy is intended to establish guidelines for library closures and determine who is responsible for making closure decisions and announcements.

**2. TYPES OF CLOSURES:** There are three basic types of library closures; short-term closures, long-term closures, and mandated closures. For the purpose of this document short-term closure will refer to closures lasting less than five days, long-term closure will refer to closures lasting six or more days, and mandated closures will refer to closures mandated by local, state, or federal government.

**3. SHORT-TERM CLOSURES:** Short-term closures are generally caused by one of three things: inclement weather, insufficient staff, or building maintenance issues. In cases such as these, the necessity of closing the library will be determined by the Library Director, with notification to the library Trustees as soon as possible.

**4. LONG-TERM CLOSURES:** Long term closures are less frequent but generally more predictable. In the case of a planned long-term closure the Board of Trustees will vote on the terms of the closure in advance. In the event of an unexpected long-term closure, the Director will have the authority to close the library for up to five days, allowing the Board of Directors five days to schedule an emergency meeting to determine the necessity and appropriate terms of extending the closure. While the Director may recommend terms, the final decision will be the responsibility of the Board of Trustees.

**5. MANDATED CLOSURES:** While rare, the library may occasionally need to close in order to comply with emergency local, state, or federal orders. In these emergency cases the library will comply with government orders. For cases in which government orders are ambiguous, contradictory, or presented as 'recommendations', the library Board of Trustees will determine the appropriate terms of a long-term closure.

**6. COMMUNICATIONS:** It is the responsibility of the library Director to announce all closures to the public with as much notice as possible. Short-term closures will be announced on the library's website, Facebook page, and with a notice posted on the library door and/or sandwich board outside the library, if possible. Long-term closures will be announced through each of the

means previously mentioned, as well as on Pownal's FrontPorchForum.com page. The Director is also responsible for informing all volunteers and staff of closures that will affect their scheduled hours. In the event that the Director is unavailable to announce closures, a board officer will take on the responsibility.

**7. REMOTE WORK:** In the event that the library must be closed to all persons, including staff, the library Director will continue his/her regular work remotely to the fullest extent possible. In these cases, the Director will keep the board updated on his/her priorities and general activities in a weekly progress report sent via email to the Board Chairperson and Board Secretary.

POLICY ADOPTED ON: November 9, 2020

BY THE SOLOMON WRIGHT PUBLIC LIBRARY BOARD OF TRUSTEES