



Emergency Closing Policy

1. Purpose

The Geneva Public Library (“the Library”) has adopted the following policy to ensure a cautionary response to an emergency threatening to impact or immediately impacting the Library’s employees, community members, facilities, or materials.

The primary goals of this policy are to establish:

- The types of emergencies which may cause the Library to close or suspend services;
- The power of the Director to close the Library due to an imminent or immediate emergency;
- If the Library’s [Emergency & Disaster Plan](#) needs to be implemented.

The Library will make every effort to maintain regular operating hours in accordance with Minimum Standards for New York’s Public and Association Libraries. However, at times, the Library may have to close, shorten hours, cancel programs, and cancel or restrict services due to emergency conditions.

2. Administration

The Director is empowered by the Board of Trustees (“the Board”) to address emergency conditions and may close the Library for up to 72 hours. For closures lasting beyond 72 hours, the Director will consult with the Board President to determine the Library’s course of action including the implementation of the Emergency & Disaster Plan.

If the Director is not in the building when an emergency or disaster occurs, employees should immediately contact the appropriate emergency agencies and then contact the Director. If, for any reason, the Director is unavailable, administrative authority shall be passed to a supervisor.

3. Types of Emergencies

The decision to close the Library will be made with the health and safety of the Library employees and patrons as the top priority. The following emergency situations may call for closure of the Library:

- Severe weather events;
- Local or regional declaration of a State of Emergency;
- Pests, bugs, or infestation;
- Loss of critical utilities;
- Gas leak or suspected gas leak;
- Water damage or flood;
- Fire;
- Hazardous spill;
- Bomb threat;
- Active shooter;
- Lockdown/Shelter In Place;
- Pandemic, serious illness, or public health crisis;
- Other emergencies may occur that cannot be planned for.

The Director will handle such situations in accordance with this policy and the Emergency & Disaster Plan, and will coordinate response efforts with the Disaster Response Team in the best interests of the Library facility, employees, and community.

4. Communication

All unscheduled closings will be reported to 1180WHAM and their partners at Clear Channel Rochester Radio via an online automated system. Closings will also be reported on the Library's website, social media outlets, and posters on the doors.

5. Paid Leave During Emergency Closure

When the Library temporarily closes due to a declared State of Emergency, and all or some employees are instructed not to come in to work, upon a vote of the Board, compensation will continue as follows:

- Full- and part-time employees will be paid for their regularly scheduled shifts and rate of pay.
- Substitute Library Clerks will be paid, at their regular rate of pay, for any hours noted on the Library's weekly work schedule documents for pay periods within the emergency closure period.

Employees who were scheduled to be absent due to PTO, illness, or other leave will not receive pay for the time the Library is closed, unless otherwise approved by the Board.

An interim or remote work schedule may be developed and job descriptions or duties may be temporarily altered or reassigned based on the needs of the Library. A reasonable effort will be made to maintain a useful work schedule and provide continuous employment opportunities. To be eligible for compensation during a time of emergency closure or reduced hours, employees must be ready, willing, and able to work remotely on projects identified by Library leadership during their interim or remote work schedule, and must complete such duties as assigned. When performing tasks remotely, employees should submit their time worked as necessary.

6. Ongoing Use Evaluation

This policy will be evaluated yearly by the Library's Policy Review Committee and the Board, and updated as needed.

Questions or concerns regarding the Emergency Closing Policy should be brought to the Director.

Adopted by the Board of Trustees: May 29, 2020, 8/31/2022

Reviewed by the Policy Review Committee: 8/8/2022