

M.G. Parker Memorial Library
CLOSING POLICY

I. HOLIDAY, INCLEMENT WEATHER, AND EMERGENCY CLOSINGS

Holiday closings are based on the collective bargaining agreement.

The Town Manager, in cases of inclement weather or other emergencies, will close the Library. The Library Director will notify the Library Board of the decision as conditions allow.

In some instances, the Chair of the Library Board, in conjunction with the Library Director, will make the decision to close the library due to inclement weather or other emergencies. In such instances, library personnel will be required to take the time off either without pay, or using their existing vacation time.

II. MINIMAL STAFFING LEVEL

The Board of Library Trustees has opted to take an active role in promoting the safety of staff and patrons. During hours of operation, there must be a minimal staffing level of 3, at least one of which should be a full-time employee.

If not, the Board of Library Trustees reserves the right to close the building until the minimal staffing levels can be achieved.

III. CLOSING PROCEDURE

1. The second floor will be shut down 15 minutes prior to closing.
2. Circulation computers will be shut down 5 minutes prior to closing.
3. A staff member will “walk” each department to make sure all patrons have left the area.
4. All bathrooms should be checked to make sure they are empty.
5. All computers should be shut off.
6. All exterior doors should be locked and checked after the last patron has left.
7. Lights are to be turned off.
8. The last staff member leaving the building will initiate the security system. Staff members will exit the building together and wait until everyone is in their car before leaving.
5. If a staff member enters the building during “off hours,” they should mark that time on the library’s scheduling software. If the staff member does not have permission to make that change, he or she should notify their supervisor of the change.

