



Emergency Closing Policy

Adopted by the Board January 21, 2025

Purpose

To ensure a timely and effective response to an emergency.

Policy

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, the Library may have to close, shorten hours, or cancel programs due to an emergency situation or conditions.

Types of Emergencies

The Library shall close whenever a state of emergency for the immediate area is declared by local, county, or state officials.

The Library shall close for inclement weather whenever the Owego Apalachin Central School District declares a snow day or calls for an early dismissal. The Library shall open as normal if the Owego Apalachin Central School District declares a one- or two-hour delay; however, if a one- or two-hour delay occurs on a day when Storytime is scheduled, the time

of the program will be adjusted and an announcement will be posted on relevant social media platforms.

Other emergency situations may arise (e.g. inclement weather on a non-school day; tornado watch; loss of critical utilities; bomb threats; active shooter; etc.). In all such emergencies, closures of up to 24 hours shall be at the discretion of the Library Director who will notify the President of the Board of Trustees. For all emergencies that require more than 24 hours of closure, the Library Director shall consult the President of the Board of Trustees or another Board Officer. The Director and the Trustee(s) will determine whether further discussion is needed with the full Board of Trustees.

Communication

All closures shall be communicated to staff by the Library Director as soon as possible, and all closures shall be communicated to the public by the Library Director (or designee) via appropriate building signage and/or relevant social media platforms as soon as possible. Should the Library Director be unable to communicate to the staff, their designee will work with the President of the Board of Trustees to ensure that staff and the community are aware of the closing. During winter months, the Library's voicemail shall be changed to reflect that the Library shall be closed whenever the Owego Apalachin Central School District declares a snow day. The same information shall be posted on the Library's website under "Location & Hours".

Personnel

Staff shall be paid for hours scheduled whenever the Library is closed for emergency conditions. Staff who were scheduled to be absent (vacation, sick, etc.) shall not be paid for the time when the Library is closed.