

LIBRARY CLOSURE POLICY

HOLIDAYS

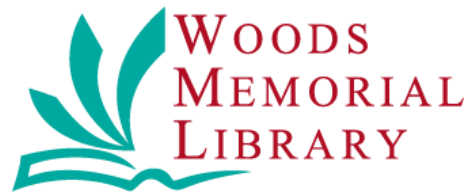
In accordance with the Town of Barre Personnel Policy Manual, the library will be closed on the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Patriot's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day

Additionally, the library will close early on the day before Thanksgiving; open hours will be from 10 a.m. to 3 p.m.

If the library is normally open on the actual day of a holiday listed above, then the library will be closed that day. For holidays that fall on a Monday and/or another day that the library is normally closed, the holiday will be observed on the next regular business day.

In accordance with Town policy, full-time employees who are regularly scheduled to work at least twenty (20) hours per week and would normally be scheduled to work on the day of the holiday shall be entitled to holiday pay for the specific amount of time they would normally be scheduled to work that particular day. Those employees are also entitled to be paid for the specific amount of time they would regularly be scheduled to work on days when closing early or for an additional day due to a holiday (e.g. closing at 3 p.m. on New Year's Eve; staying closed on a Saturday following a Friday holiday) as determined by the Board of Library Trustees.

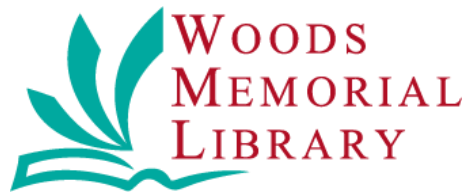


EMERGENCY CLOSURES

The library will be closed during any State of Emergency. The library will close in emergency situations when the health or safety of staff and patrons may be at risk. Examples of situations that would warrant emergency closings include inclement weather (see below); public health emergency, epidemic, and/or pandemic; or serious problems with building maintenance such as no heat, no water, loss of power, gas leak, etc. The decision to close under these circumstances will be made by the Library Director and, if possible (depending on the nature of the emergency), in collaboration with the Board of Library Trustees.

If the library experiences a staff shortage due to an unforeseen event (e.g. illness) that would make it impossible to properly open the library, the building will be closed to the public either for the entire day, or will have a delayed opening or early closure (depending on the specific circumstances), at the discretion of the Director in collaboration with the Board of Library Trustees. Announcements regarding closings or delayed openings will be made on the library's website, Facebook, and voicemail message. Any remaining library staff able to continue working, either in the building (if safe) or from home, will continue to monitor and respond to patron inquiries as possible.

All non-emergency related closures (e.g. staff trainings), must be approved by the Board of Library Trustees prior to the scheduled closure.



INCLEMENT WEATHER CLOSURE

When possible, Woods Memorial Library will follow the Quabbin Regional School District (QRSD) closure policy during periods of inclement weather at the discretion of the Library Director in collaboration with the Board of Library Trustees:

- If QRSD cancels in-person classes due to inclement weather, the library will also be closed.
- If QRSD delays opening by two hours on a Wednesday or Thursday — when the library normally opens at 10 a.m. — the library building will open at 12 p.m. at the discretion of the Director, in collaboration with the Board of Library Trustees.
- If QRSD delays opening by two hours on a Tuesday or Friday — when the library normally opens at 2 p.m. — the library will open at 2 p.m.
- During the weekends or summer, as well as any other times when QRSD does not regularly hold in-person classes, any weather-related emergency closings or delayed-openings will be made at the discretion of the Director, in collaboration with the Board of Library Trustees.

The primary factor of any decision made will be the safety of the staff and library patrons.

Announcements regarding closings or delayed openings will be made on the library's website, Facebook, and voicemail message.

When possible, all library employees regularly scheduled to work on a day which the building is closed due to the above circumstances are expected to work from home for the amount of time that they were regularly scheduled to work in order to be paid for those hours.