

Woods Memorial Library – Barre, MA

Closure Policy

**Updated January 22, 2020*

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 Day
- Presidents’ Day
- Patriot’s Day
- Memorial Day
- July 4th
- Labor Day
- Columbus Day
- Veterans’ Day
- Thanksgiving Day
- Christmas Day

If the Library is normally open on the actual day of the above listed holiday, then the Library will be closed on the actual day the holiday falls on. Holidays which fall on a Monday and/or another day that the facility is normally closed, the day of observance would fall to the next regular business day.

Also in accordance with Town policy, full-time employees who are regularly scheduled to work at least 20 hours per week, who are normally scheduled to work on the holiday, shall be entitled to holiday pay for the specific amount of time they were normally scheduled to work that particular day.

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) or serious problems with building maintenance such as no heat, no water, loss of power or a 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 Trustees.

If the library experiences a shortage of staff due to an unforeseen event (for example illness), which would make it impossible to properly open the library, then at the discretion of the Director, in collaboration with Board of Trustees, the library will be closed either for the entire day, or will have a delayed opening or early closure depending on the specific circumstances. The library will make every effort to post that information to the public as soon as possible.

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

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Inclement Weather Closure

The Woods Memorial Library will follow the Quabbin Regional School District (QRSD) closure policy during periods of inclement weather:

- If QRSD cancels or closes school 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 will open at 12 p.m. at the discretion of the Director, in collaboration with the Board of 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, any weather-related emergency closings or delayed-openings will be made at the discretion of the Director, in collaboration with the Board of 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 website, Facebook and our answering machine message.

All full-time employees regularly scheduled to work on a day in which we are closed due to the above circumstances will be paid for the amount of time that they were regularly scheduled to work on that particular day.