



143 Genesee Street ♦ Avon, NY 14414 ♦ Phone: 585-226-8461 ♦ Fax: 585-226-6615

EXTENDED EMERGENCY CLOSURES PROCEDURE

To protect the health and safety of patrons and staff of the Avon Free Library, occasionally the library may need to close for extended periods of time. The Library Director and Board of Trustees regularly monitors federal, state, and local resources to assess situations that would warrant a closure or curtailment of some services.

1. The Avon Free Library follows emergency advice and directives from federal, state, and local authorities. This policy and related procedures will be enforced under all current and future New York State Executive Orders and the criteria mandated for organizations to safely and legally reopen and operate under NY Forward. The practices in this policy may be updated as needed to conform with modifications to NY Forward, as well as mandates from the Center for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), and local government agencies.
2. In the event that external agencies proclaim a travel ban, quarantine, or any other regional curtailment of services, the Avon Free Library will close until instructed to reopen.
3. The Library Director, in consultation with the Board of Trustees President, may close the Avon Free Library for up to 48 hours based on factors such as local travel disruption, absences among the staff, or other contingencies. For closures lasting beyond 48 hours, the Director should consult with the full Board of Trustees on the situation, determine the duration of the closure, staffing needs and compensation, develop plans for overseeing critical facility needs, and define conditions that would warrant reopening the library.
4. The Avon Free Library will communicate information about closures through signage, the library website, and social media.
5. If feasible, the Avon Free Library will maintain digital services, including the online catalog, digital publications, and wifi access during emergency closures.
6. In the event of an extended closure, late fines will be suspended.
7. If circumstances warrant, the Library Director may instruct staff to implement ad hoc procedures or curtailments (e.g. social distancing measures or cancelation of some programming). These decisions should be communicated to the Board of Trustees.
8. In the event of a mandated quarantine affecting a staff member, the staff member will be paid for regularly-scheduled hours for up to 14 days.

ADOPTED by Board of Trustees on March 10, 2020

AMENDED by the Board of Trustees on August 31, 2020

Transitioned from Policy to Procedure by Board of Directors – February22, 2021