

Emergency Closing Policy

If the temperature in the library drops below 65 degrees or rises above 80 degrees, for two hours, the administrative staff may close the library. The Board President and Borough Administrator will be notified. Employees will be sent home for closed hours, at no loss of pay, and are expected to return to work when notified. If hourly employees do not return to work after notification, they will not be paid for missed hours.

In response to emergency situations that may necessitate unexpected closing of the library, administrative staff will consult with the Board President or other Trustees. The Borough Administrator will also be notified. Employees may be sent home for closed hours, at no loss of pay, and are expected to return to work when notified. If hourly employees do not return to work after notification, they will not be paid for missed hours.

The public will be notified through the Library website and telephone system of the closing.