

The Gloversville Public Library is committed to providing sufficient staffing in order to maintain a high level of quality of service to all patrons and protect the personal safety of all library patrons and staff. The following guidelines have been adopted to support those objectives.

A minimum of four (4) staff members should be present in the Library at all times. A staff member is defined as an employee who provides regular library services to patrons.

In the event that the minimum staffing requirement is not met the following steps may be taken:

- Close one or more of the floors and continue providing service to the Circulation Desk and Main Floor area
- Close the Library

Service will be curtailed or the Library will be closed until the required number of staff members becomes available.

While the Library is closed, scheduled staff are to work at other tasks, on site and/or remotely, as appropriate. Scheduled personnel hours and wages will not be affected and the hours of work will not be forfeited, unless otherwise voted on by the Board of Trustees and only after all other options have been explored.

Staff will communicate as quickly as possible to either the Library Director or Board of Trustees President the circumstances necessitating the need to curtail or close the facility.

If the Library must be closed, a notice will be posted on the entrance doors, website homepage, online event calendar, social media outlets, and other appropriate sources. This notice will contain the time of closing, state the reason for closing and, if possible, anticipated time of reopening. Every possible effort will be made to notify those who have reserved a meeting room and/or registered for a scheduled library program.

Adopted November 17, 2020