

LIBRARY CLOSURE POLICY

Holidays

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

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

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, the holiday will be observed on the Saturday prior.

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 Library Board of 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 Library Board of Trustees.

Merrick Public Library | Brookfield, MA

A minimum of two staff members should be present during the library's open hours. The Library Director and Assistant Director are exceptions; they may work alone if comfortable with doing so, but are not required to. A staff member is defined as a paid employee who provides regular library services to patrons. Staffing requirements exist to maintain a high level of quality service to all patrons and to protect the personal safety of all library patrons and staff. 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 Library Board of Trustees.

Announcements regarding closings or delayed openings will be made on the library's Facebook page and/or website. 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 Library Director and Library Board of Trustees prior to the scheduled closure.