



Mattituck-Laurel
LIBRARY

PO Box 1437
13900 Main Rd.
Mattituck, NY 11952

631-298-4134
www.mattitucklaurellibrary.org

Emergency Closing Policy (Inclement Weather & Other Conditions)

The Mattituck-Laurel Library will make every effort to open to the public as scheduled, consistent with safe access for the public and staff.

Inclement Weather

The Library will close, delay or close ahead of schedule when weather becomes hazardous to the health and/or safety of the public and/or library staff.

If the Mattituck Cutchogue Union Free School District closes for the day, due to weather conditions, the Mattituck-Laurel Library will also be closed.

Excessive Heat in the Library Building

When the temperature reaches 80 degrees in a designated public area of the Library, the Library will close for the remainder of the day. This is done to protect the health and safety of both patrons and staff.

The Library will resume normal business hours the following day.

Power Outage

In the event of a power outage, if power is not restored within sixty minutes or before the normal closing time (whichever comes first), the building should be closed, and staff should depart. If a power outage causes an unsafe condition or occurs when it is dark outside, the building should be cleared and closed, and staff should depart as soon as possible.

Other Emergencies

Other types of emergencies may include fire; mechanical failure or loss of critical utilities (e.g. no heat, no water); gas leak; water damage or flood; hazardous spill; bomb threat; violent individual; active shooter, or lockdown; pests, bugs, or infestation; medical emergency; staff illness that prevents minimum staffing requirements from being maintained; pandemic or public health crisis; or declaration of a State of Emergency.

For other types of emergencies, staff may deem it necessary to evacuate the building and/or contact emergency personnel. The Library Director may also choose to close the Library. In the absence of the Director the President of the Board of Trustees may make the decision to close.

If any of these individuals are unavailable and emergency personnel believe that remaining open would risk personal safety, another staff member or Board member may make the decision to close and should notify the Library Director or Board President of the closure as soon as possible.

Any delays in opening will be determined by the Library Director.

Any available means to notify the public of a deviation of operating hours will be utilized (telephone system, website and social media).

In accordance with the Library's personnel policy, staff who are scheduled to work during the time of the closing will be paid for the time. If an employee is not scheduled to work during the closing, they are not paid for the time nor entitled to compensatory time off for the length of the time the Library is closed.

Adopted 7/2025