

Snow/Inclement Weather - February 2017:

The Livingston Manor Free Library will follow the LMCS closings due to inclement weather. Closings on Saturdays are at the discretion of the Library Director or proxy.

In the event of closure, the Library Director or proxy will notify the Library Trustees (see attached list), staff, scheduled volunteers, news outlets (see details below), RCLS, and post closure to social media pending internet and phone services are available.

The Library Director will consult with other SULPA libraries and reliable news outlets regarding closure. News outlets to be notified of closure include: WJFF and Time Warner (Albany). The Library Director may also choose to delay the library's opening or close the library early due to unsafe weather conditions.

Staff members are expected to make a good faith effort to come to work if the library is open unless they deem traveling to work unsafe. The judgement of 'unsafe' conditions to travel is up to the discretion of the staff member in snow/inclement weather. Staff members will not be penalized for being unable to travel to work in inclement weather.

All library staff will be paid for the hours they were scheduled on an inclement weather day whether or not the library is open or closed.

Additional Contact Information:

RCLS

- Phone - 845.243.3747
- Send an email to – rclsdir@rcls.org

LMCS

- Call the front desk to be added to the closing call list.
- LMCS 845.439.5600

Media Outlets to Notify:

TWC News Albany Newsroom

- Phone: (518) 641-NEWS (6397)
- Fax: (518) 641-7023
- Email: albanynews@twcnews.com

They will ask for a username/password. Tell them you need to register. Register under your name and choose a password or use mine:

- kristin5
- fowler6

WJFF

- Phone: 845-482-4141
- Fax: 845-482-9533
- Email: wjff@wjffradio.org

Snow/Ice Removal:

LMFL is currently contracted with:

Landscape By Design (Brian) - 845.798.0812

- Landscape by Design will automatically come to clear the front of the building of ice/snow and will continue to do so as able during the day. Typically, the front of the library will be cleared by 7.00 AM – 8.00 AM.
- The back of the LMFL building is the responsibility of the Town Of Rockland. We own a small bit of the property extending directly from the building but the majority is owned by the TOR.
- Please call Ted Hartling with issues regarding the back of the building at Town Hall 845-439-4399.

Staff Information:

- Henry Barish - Circulation Manager - 845.283.2077
- Ellie Rose – Library Clerk - 845.665.6014
- Marissa Gennaro – Library Clerk - 845.866.4986
- Edie Simpson - Library Clerk - 845.439.4787

Volunteer Information:

- Kitty Vetter – 845.701.1289

Trustee Information – see attached contact sheet.

- Vera Farrell – President / Library Director Proxy
- Michelle Hemmer
- Amy Hines
- Chatral Adze/Art Steinhauer
- Jan Carlson
- Vicki Estabrook
- Marjorie Feuerstein
- Lena Lundquist
- Evan Madison
- Antoinette Schmidt
- Paul (Terry) Shultz
- Virginia Sanborn

March 2017 (Adopted)