

2.7 Person In Charge

When the Director is on vacation, the Senior Librarian is in charge. The Director may instead choose to give written delegation to a Librarian.

During periods when the Director is not on vacation, but out of the building and not reachable by telephone, any matter requiring an immediate decision should be referred first to Senior Librarian Hannah Lee, and in her absence, to the most senior Librarian on duty in the building, and in the absence of any Librarian, the Library Associate. Decisions and/or determinations made by the person in charge shall be deemed final unless resolution of any such issue is expressly deferred until the Director's return.

Therefore, the line of authority is as follows:

Leah Kloc, Director
Hannah Lee, Sr. Librarian
Mary Vavrek, Sr. Librarian
Pam Gunter, Librarian
Aziza Haque, Librarian
Dan Vetrano, Librarian
Jennifer Larsen, Librarian
Marie Chuntz, Library Associate
Debbie Gaito, Sr. Library Assistant
Mary Bandurski, Sr. Library Assistant

And so forth by job title then by seniority of service in job title. Employees should check the staff schedules located at the circulation desk and posted behind Circulation Coordinator Debora Gaito's desk.

All other matters should be deferred for resolution pending the Director's return, or the return of whoever is designated in writing to be acting in the Director's stead.