

## **Emergency Closings**

- In case of inclement weather or an emergency the Library Director will decide whether to close the library or delay opening the library. The primary factor of any decision made will be the safety of the staff and the library patrons. However, maximum effort will be made to maintain regular library operating hours.
- The Director will monitor the Emergency Management department emails about the situation, contact DPW for information concerning road conditions, review the National Weather Service forecast, and check the local WMUR TV station for other closings, delays, and weather information. If the decision is made to close the library, the Director will contact the Library's Board of Trustee Chairperson to inform them of the impending closing. The Director will then call all staff scheduled to work during the closing to inform them.
- If the Director is unavailable, the Library Assistant – Technical & Adult Services will act in his/her place and follow all steps to decide whether or not the library should close.
- Library staff scheduled to work will be paid for their regularly scheduled hours for the day, or portion of the day, that the library closes for inclement weather.
- If the library remains open but staff members feel they cannot make it into work or must leave early they can opt to use either annual leave or unpaid leave.
- The Library Director will notify the public of any closures through the local TV station closing list (WMUR), update the Library web site homepage, and post on the Library Facebook page.

**Revised by the Baker Free Library Board of Trustees 1/9/2013; 12/13/2017**