



## **Library Closing Policy**

During inclement weather, or emergencies, at the discretion of the Director, or designated person, the library may delay opening, close early, or not open at all.

Planned closings will be at the discretion of the Library Board of Trustees.

In the event of a weather emergency or other unforeseen circumstance, it may be necessary to close the Library for the safety of patrons and staff. As necessary, the Library Director, or designated person, or in certain circumstances, the senior staff person on duty will make the decision to close. The Board of Trustees will be informed and a message sent to the library's email list, posted on the library website, and social media outlets notifying the community. The Director, or designated person, will enact the emergency call tree protocol and contact employees. Any employee scheduled to work will be paid. If the Library opens, but a person who is scheduled to work cannot make it in due to the weather, they can use personal or vacation time, or make up the hours on another day.