

## Hampton Falls Free Library Closure Policy

The Hampton Falls Free Library may be closed due to severe weather; mechanical failures; staffing/ management issues; or other town or state declared emergency situations.

In cases of severe weather, the decision to close will be made by the Director with input from the Chair of the Trustees (or other trustee if the Chair is unavailable). The decision to close the Library will be based on weather reports, Lincoln Akerman School or Town Hall closure and local road information from the Hampton Falls Police Department or the Town Hall. The New England DOT Transportation 511 website may also be consulted (<https://www.newengland511.org/region/New%20Hampshire>).

In cases other than inclement weather or those mandated by a town official, the Director will consult with one or more of the Trustees and jointly make a decision to close the Library based on the severity of the problem and the estimated timeliness of the repair. Every effort will be made to provide the employees and the patrons a comfortable environment.

As soon as the Director is aware of an emergency condition which may require closing the Library, she/he should contact the Chair of the Trustees (or other trustee if the Chair is unavailable), document attempts to contact the Chair of the Trustees (or other trustee) and, if after one hour, the Director is unable to contact the Chair or another trustee, the Director or designated staff member may singly make the decision to close.

When an emergency arises for which it is deemed necessary to close the Library the Director will:

- notify the staff
- notify the Chair of the Trustees
- notify Vice Chair (if Chair is unavailable)
- post the information on the Library's website
- place a notice on the door of the Library building in a timely manner, if possible

If the Director is not available by phone or text, a designated staff member will serve in place of the Director and follow the same procedures outlined above in the Director's place.

All employees scheduled to work on a closure day shall receive pay for the hours they were scheduled. If the closure occurs over multiple days, the employees shall be paid for only their scheduled shift on the first day, with the opportunity to make up the hours missed on a voluntary basis.

Originally adopted by the library board of trustees: February 28, 2014.

Updated, reviewed and approved on June 22, 2023.