

Maxfield Public Library Inclement Weather Policy

The library may close due to inclement weather, an impending storm, or other types of weather events. The Library Director (or the Assistant Director, if the Library Director is unavailable) may use their own discretion to close or delay opening the library when conditions exist that may endanger the public or employees. The Library will not automatically close or delay opening based on any other institution's actions. The Library Director or designee will consider closing including but not limited to the following scenarios:

General conditions of roads in Loudon and surrounding areas.

School is closed due to inclement weather.

Condition of the Library's parking lot, walkways, and stairs. If town personnel cannot keep the Library walkways and parking lot sufficiently clear, particularly in conditions of ice, freezing rain, or heavy snowfall, the Library will be closed.

Availability of staff to open and operate the library service desks.

The National Weather Service forecast and current weather conditions.

Notes:

The Library must have at least two staff members to be open. The primary criteria for any decision regarding closure will be the safety of Library staff and patrons.

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 vacation time or unpaid leave. Part time staff will be given the option to make up their hours.

Communication:

If a weather closure should occur, the Library Director will contact the Library Board of Trustees to notify them of the situation. If a decision is made by the Director to close, the Library Director or Assistant Director will notify the necessary media outlet(s) to broadcast the closing to the general public and staff.

Closure notices will be posted on WMUR, the library website, and the library Facebook and Instagram pages.

The following means of communication to the staff will be used:

• Email to the employee work email. Phone calls and texts made as able. It is the employee's responsibility to check their email and/or phone messages to confirm closures.

Trustee

Date

Trustee

Date

Trustee

Date