

# Hamburg Public Library

## INCLEMENT WEATHER POLICY

Adopted: November 2, 2020

### **Policy:**

The Hamburg Public Library acts to ensure the safety of its patrons and staff during inclement weather. While the library has an obligation to the public to maintain regular hours, it also recognizes that there are emergencies which may necessitate closing all or part of the regular working day. The primary factor of any decision made regarding this will be the library patrons and staff.

### **Policy Statements:**

- Decisions to close the library will, in most cases, rely on actual observed conditions rather than predictions.
- Decisions regarding implement weather or emergency closing shall be made by the director, with approval of one or more of the trustees.
- Employees shall be notified by the library director of any decision to postpone opening, close early, or to remain closed the entire work day.
- Unless contacted by the library director, all employees are expected to be on time for their regularly scheduled work period; however, reasonable allowances for lateness will be made.
- Employees unable to report to work due to weather related conditions should contact the library director as soon as such a condition becomes apparent.

### **Procedure:**

1. If hazardous conditions occur, the director will consult with a member of the library board of trustees, preferably the president, to advise him/her of the situation.
2. The Fremont County Sheriff's Office may be called upon for advice concerning impending road conditions or weather hazards.
3. If a decision to postpone opening, close early, or remain closed is made, the library director will:
  - a. Contact the local radio station (KMA) to inform them of the closing.
  - b. Post the closing information to the library Facebook page.
  - c. Notify the City Clerk of the decision, if the decision was made during the hours of 8:00am and 4:30pm.
  - d. In the event that the library will close early, a sign will be posted on the entrance to the building noting the reason for the closing.

*Reviewed by the Hamburg Public Library Board of Trustees* \_\_\_\_\_