

East Troy Lions Public Library Inclement Weather/Emergency Closures policy

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While the Library Board and Library Director strives to keep the Library open as much as possible during normal working hours, to provide the best service possible to our customers, the Library Board and Library Director also recognize that inclement weather conditions may necessitate closures to help ensure staff and customer safety. This policy will address:

1. Who will make the decision to close the Library?
2. How will notice of the closure be disseminated to staff and customers?
3. How missed staff time will be handled?

Who will make the decision to close the Library?

The decision to close the library during inclement weather will be made by the Library Director or the Library Director's designated representative. If inclement weather conditions occur during evening hours, the staff members on duty will attempt to contact the Library Director. If the Library Director cannot be reached, the Senior Librarian on duty will make the decision. If neither the Library Director nor any of the Librarians can be reached, the staff on duty will make the decision. At each decision point in this process, the Director and staff members are encouraged to consult with the Library Board President and with other staff members, to determine whether or not staff members feel that they can make travel home from work safely.

If inclement weather conditions occur in the morning before work hours begin, the Library Director or the Library Director's designated representative will decide if the Library is to be closed for the day or if it should start at a later hour than normal. The Director and staff members are encouraged to consult with the Library Board President and with other staff members to determine whether or not staff members that they can safely make it into work before normal business hours.

How will notice of the closure be disseminated to staff and customers?

In the event of a closure for the day or a late start, staff members will be notified by a pre-determined phone tree. To ensure that the public is informed, as many of the following steps will be taken as possible:

- A staff member will call the East Troy Village Hall, and ask them to put a notice on their website and/or a sign on their bulletin board(s).
- Notice of the closure/late start will be posted on the Library's website.
- Notice of the closure/late start will be listed in the "weather closures" section of "Today's TMJ4" website.
- Notice of the closure/late start will be posted as a Facebook status update.
- A message will be put on the library's telephone message system to notify callers of the closure/late start.
- A printed sign will be posted on the Library's front doors, notifying customers of the closure/late start.

How missed staff work time will be handled?

In the event of a closure/late start, the Library Director will use his or her professional discretion, as well as technology (e.g. the internet and laptop computer), to ensure that he or she is able to complete his or her tasks. That may entail completing some tasks from home and/or working some extra hours at the Library, once the inclement weather is over.

For all other staff (all of whom work part-time), the work time missed will be unpaid and will not be "made-up," as long as the total missed work time within the two-week pay period is ten hours or less. However, if the total missed work time is over ten hours, the Director will determine whether or not it is advisable for the staff members to "make-up" the missed work time. The Director will consider two factors:

- 1) At the request of the staff member, and
- 2) Whether or not extra time is needed to "catch-up" on the staff member's work.