

## LIBRARY CLOSINGS AND INCLEMENT WEATHER

Adopted by the C. A. Friday Memorial Library Board of Trustees on February 26, 1998

Amended: June 27, 2017, February 7, 2022

Supersedes: Emergencies, Disasters and Inclement Weather

### Purpose

The C. A. Friday Memorial Library seeks to be a dynamic and friendly hub for the community. We recognize, however, that there are times when circumstances outside of our control will mean that we must close our doors to the public. The purpose of this policy is to provide guidance for when, how, and under what circumstances the library will close. This also addresses who will be responsible for making that decision and what the staff expectations should be.

### Closing of Library Building

The Library is a public service institution, and every effort is made to maintain regular hours for the public and staff, safety permitting. The Library will be closed when weather conditions deteriorate to the point where emergency situations prevail, when vital equipment in the building fails (e.g., furnace malfunction, no water in the building, no electricity, etc.) or if otherwise deemed necessary by the Library to ensure safety of either library staff or the public. The primary factor in any decision made will be the safety of the staff and library patrons.

In the instance of adverse weather, the decision to close the Library or suspend curbside pickup will be based upon factors, as applicable, including:

1. General conditions of roads in the New Richmond area.
2. Condition of the Library's parking areas, walkways, and emergency exits.
3. Availability of sufficient staff to operate the Library.
4. Requests for closure by federal, local, county or state agencies.

The Library will follow the recommendations and actions of the City of New Richmond between 8:30 a.m. and 4:30 p.m., Monday through Friday. Closing during other days and hours will be at the discretion of the Library Director or designated staff member.

In the event of a library closing, the library will seek to communicate that decision through as many avenues as possible. We will post closures on the library website and social media site as we are able. If possible, we will also post a sign on the front door of the building. Every effort will be made to notify library staff by phone.

#### Health Emergencies

Please refer to the Epidemic and Library Health Policy for more information on library closings that are impacted by health.

#### Cancellation of Library Programs & Curbside Pickup Services

- A. Library programs and curbside pickup may be cancelled if the New Richmond public schools are closed.
- B. All scheduled library programs and curbside pickup will be cancelled in the event of a library closing.
- C. Curbside pickup and other services may be suspended in the event of a National Weather Service warning. Possible warnings that could suspend services include but are not limited to: wind chill warning, blizzard warning, winter storm warning, ice storm warning, extreme heat warning, tornado warning, or thunderstorm warning.

#### Staffing Expectations

The Friday Memorial Library is committed to the safety of its staff members. The Library recognizes that there may be instances when weather conditions are such that the Library may be able to be open, but staff members may be unable to safely travel to work. The Library will prioritize the safety of staff members, which may result in limited services and staffing.

The library abides by the guidelines set forth in the City of New Richmond Employee Handbook. Please refer to the section on Inclement Weather for guidance on staff absence due to library closings.