

## **Morrison-Talbott Library Severe Weather and Emergency Closing Policy**

The Morrison-Talbott Library is a public service institution and every effort is made to maintain regular business hours. Severe weather conditions may require the Library to open late, close early, or close for the entire day or extended days. The decision to close or adjust the opening or closing times of the Library will be made by the Library Director. If the Library Director is unavailable or can't be reached, the decision will be made by the President of the Board of Library Trustees.

The Library will not automatically close or adjust the opening or closing times based on the actions of other institutions. The decision to close entirely, open late, or close early will take the following factors into consideration:

- General conditions of the roads in the area.
- Whether the state, county or city have issued an advisory for road conditions.
- The weather forecast indicates continued deterioration of conditions vs. conditions will be improving.
- Utility outages and projected recovery periods.

### **Tornado**

If the Library is open during a tornado watch or warning, employees should follow the Morrison-Talbott Library Disaster Plan for safety information.

### **Equipment Failure/Other Emergencies**

There may be occasions when equipment failures (e.g. furnace failure, power outage, etc.) or other area emergencies will require the Library to open late, close early, or close for the entire day or extended days. The decision to close will be made by the Library Director. If the Library Director is unavailable or can't be reached, the decision will be made by the President of the Board of Library Trustees.

### **Staffing Levels due to Illness**

Temporary closure may result due to minimal staffing due to illness. The Library Director at the direction of the Library Board may temporarily close the library or reduce library operating hours due to lack of availability of staff to operate the library. Minimum staffing level is two staff members in the building with no scheduled programs.

### **Public Health Response**

Temporary closure may result due to a pandemic or other public health emergency. The Library Director at the discretion of the Library Board may temporarily close the library building under one or more of the following conditions:

- Public health authorities advise, request or order such a closure.
- Staffing levels are too low to operate the library.

### **Notification to the Public**

The following forms of notification should be provided for library patrons in the event of severe weather conditions, an equipment failure or other emergency closing situation:

- Announcements on local television stations.
- A notice on the front doors of the Library when possible.
- A recorded notice on the Library answering machine when possible.
- Notices on social media avenues such as Facebook when possible.
- Notice on the Library website when possible.
- Notice to the President of the Board of Library Trustees.
- Notice to reserved Community Meeting Room points-of-contact.

### **Patron Considerations**

Fines for late library materials will be waived. When possible, pick up dates for reserved items will be extended and items may be renewed over the phone.

### **Staff Considerations**

When the Morrison-Talbott Library chooses to close because of severe weather conditions, equipment failure or other emergency situations, non-exempt (hourly) employees will receive compensation for the time they were scheduled to work during the emergency closure. Employees will not receive compensation for emergency closings if the closings occur on their normally scheduled days off, during vacation or illness.

If a non-exempt (“hourly”) employee chooses not to work during their scheduled hours due to severe weather conditions, equipment failure or other emergency situations that do not cause a closing of Morrison-Talbott Library, the non-exempt (“hourly”) employee will not receive pay for the hours not worked.

If an exempt (“salaried”) employee chooses not to work during her or his scheduled hours due to severe weather conditions, equipment failure or other emergency situations that do not cause a closing of Morrison-Talbott Library, the exempt (“salaried”) employee will be charged accrued benefit time for the hours not worked.