

### **Inclement Weather Policy...**

The Hampton Falls Free Library may be closed when inclement weather creates hazardous road conditions that make driving unsafe for patrons and staff. The decision to close the Library will be made by the Library Director based on weather reports, school closing announcements, and road information available on the NH Department of Transportation 511 web site (<http://www.511nh.com>). The Director will notify all staff members scheduled to work, as well as the Chairman of the Board of Trustees. The Director will notify WMUR to report weather-related closures and post it on the Library's web site.

### **Emergency Closing Policy...**

When severe weather, mechanical failures within the building, or any other emergencies occur, the Director, in conjunction with the Trustee Chairperson or Vice Chairperson has the responsibility for deciding whether or not to close the library. If the Director is not present or available by phone, a library staff member will contact the trustees and make the decision.

If the Director or library staff member is unable to contact the Trustee Chairperson or Vice Chairperson within 1 hour of the advent of an emergency situation, s/he shall be authorized to determine the closing. Attempts to notify the trustees shall be appropriately documented.

Mechanical problems causing a lack of bathrooms will necessitate a closure during hours when the Town Offices are closed, since there will be no bathrooms available for public or staff.

If the library heating or cooling systems fail, causing the temperatures in the library to go below 55 or above 90 degrees Fahrenheit, for an extended length of time, the library may opt to close.

All employees scheduled to work during hours when the library closes unexpectedly shall receive their normal day's pay. If the Library is closed for multiple days, employees shall be paid for the first day closed, with the opportunity for employees to make up subsequent missed hours if they choose.

Adopted February 13, 2005  
Reviewed July, 2012  
Updated February 28, 2014