

Inclement Weather Closing Policy:

In order to provide the best service, the Town Library is open scheduled hours whenever possible. The library will make every effort to follow the recommendations by the Town Administrator for Town Departments regarding weather closures.

The Director may elect to recommend a delayed opening, closing early, or close for the entire day due to inclement weather. In the absence of the Director, the senior staff member may make the decision if unable to contact the Director. Such decisions should take into consideration the recommendation of the town; the condition of the parking lot, walkways and stairs; the current weather conditions; and forecast. The Chair of the Board of Trustees should be notified of the decision to close.

The closure should be posted on the library doors, library website, and social media. The Town House should be notified, and a report of any closures should be presented by the Director at the next Board meeting.

If the Library is closed due to inclement weather, including evenings and Saturday shifts, full-time non-exempt staff are expected to work from home or make up their hours accordingly. Part-time staff will be given the option to make up their hours. If a suitable project is available, remote work may be approved by the Library Director for part-time staff.

If the Library is open and inclement weather conditions prevent an employee from reporting to work, they must take vacation time or unpaid leave, as approved by the Director. In most cases, remote work will not be approved for individual staff members who are prevented from reporting to work during inclement weather.

Procedure for Staff in Cases of Electric Outage, Bad Weather, or Other Non-Emergency

1. If there is significant inclement weather, electricity is out, phones don't function, and/or fire panel alarm sounds.
2. Call Director first using a cell phone, or the assigned Team Lead if there is one.
3. If neither Director nor Team Lead can be reached, it is the responsibility of the senior staff person to make a decision and communicate the outcome by telephone message or email to Director. If the decision is to close, the trustee chair should be notified. Place CLOSED signs on doors and make every effort to update library website and social media.
4. If power lines are down, call PSNH Outage Line 1-800-662-7764.
5. Document details of the situation and closure times and submit to the Director as soon as possible.

Weather Notification Procedure for Library Staff:

In the event of an unscheduled closing due to inclement weather or other emergency, the Director will make every effort to notify library staff before 8:00 AM.

The following means of communication to the staff will be used:

- Email to the employee work and personal emails. Phone calls and texts made as able. It is the employee responsibility to check their email and/or phone messages to confirm closures.
- The Library website
- The Town website
- Social Media

Approved by the Board of Trustees on January 19, 2023

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