

Emergency Closing Policy

Purpose

The Coloma Public Library is a public service institution; and every effort should be made to maintain regular hours for the public. However, the Library will be closed when weather conditions are severe, the building is unsafe, or there is an emergency situation within the Coloma that would make it unsafe for staff and the public.

Authority

The Board of Trustees of the Coloma Public Library designates the Director as the responsible party for making a determination to close. Authority will transfer to the Assistant Director, in the Director's absence.

Considerations for closing include, but are not limited to:

- Weather conditions such as snow, ice or dangerous winds
- General conditions of the roads, library parking lot, and sidewalks
- Power outages in community
- Failure of building systems such as furnace, water, electric
- Requests for closure by local, county or state agencies

Criteria

The Director will consider the system-wide safety of the library staff and patrons with respect to road conditions or other natural phenomena to determine a prudent time for closing. Likewise, the Director will also consider the safety of people already within the building when deciding to close early due to an emergency.

Notification

The Library Administration will be responsible to alert the Board, media, public, and staff once a determination to close has been made.

Personnel

Employees who are working on a day when the Library closes early due to emergency conditions shall be paid for the remaining hours that they were scheduled to work.

Children in the Building

In the event of an early closure due to unsafe weather or emergency public safety reasons, attempts will be made to contact parents or guardians of any unattended children for immediate pickup. If the attempts are reach parents or guardians are unsuccessful, the supervision of unattended children will become a police matter in order to ensure their safety.

Approved: 12/16/2019