

THE SHERMAN LIBRARY

INCLEMENT WEATHER/EMERGENCY CLOSING POLICY

Purpose

The Sherman Library Association (“Library”) Inclement Weather/Emergency Closing policy establishes the conditions deemed reasonable for the closing of the Library facility.

Administration of Policy

The Library Board of Trustees (“Board”) authorizes the Library Executive Director (or staff member in charge) to make the decision to close the Library.

Description

The Library may close or delay opening when weather conditions make travel hazardous or when it may be unsafe to occupy the building (e.g., health, safety, equipment failure). The primary factor of any decision will be the safety of the staff and the Library patrons. However, maximum effort will be made to maintain regular Library operating hours.

The decision to close the Library will be influenced by any of the following:

- The Sherman School closing
- The Sherman Town Hall closing
- Public health advisory
- Condition of the Library’s parking lot and walkways
- Availability of staff to open and operate the Library
- Condition of the building’s equipment

If the Sherman School is closed for the day due to snow, the Library may open after the weather improves and after snow has been removed from the Library parking lot and sidewalks.

Notification

Once the decision is made to close or to open late, the Executive Director will inform the Board President of the situation and notify staff and volunteers scheduled to report. Notice of facility closure or delayed opening will be posted on the Library website and social media pages.

Approval

Approved by the Sherman Library Board of Trustees November 2014; May 10, 2021