

## Alice Baker Memorial Public Library Inclement Weather Policy

The Alice Baker Library may need to close during regular business hours because of inclement weather.

- The Library will review inclement weather concerns in view of decisions in local and adjacent school districts and/or advice from local police staff and local public works staff.
- Because the Library is an independent entity, it will not automatically close when other institutions are closed.
- The decision to close for all or a portion of the regular business hours will be made by the Library Director in conjunction with a Library Board Officer.
- In inclement weather situations, the Library Director is responsible for determining the availability of staff to run the core functions of the library during business hours.
- When staff is unable to come for their shift because of weather conditions, the decision to close the Library will be made by the Library Director in conjunction with a Library Board Officer.
- All closings of the Library will be announced on Milwaukee television channels 4, 6, and 12, as well as on the internet postings by these channels.
- A closing notice will be posted on the Library answering machine and the Library's front door as a public service.
- The Library Director will notify or leave messages with both the Town of Eagle and the Village of Eagle Offices as a courtesy measure.

The primary goal of the Library during times of inclement weather is to be open during regular hours when the safety of patrons and staff can be ensured.

*February 2009*