

Germantown Community Library Weather Related Closing Procedures

1. In the event of unsafe weather, the decision to close the Germantown Community Library will be at the discretion of the Library Director or designee.
2. During inclement weather the library will remain closed if there are not three members of the regular library staff available to open or remain open. Staff should call the library if they anticipate being late or cannot make it to work at all due to weather conditions. Staff desiring to exercise the option to leave work before the end of their scheduled shift because of hazardous driving conditions must secure the approval of their supervisor.
3. Should it become necessary to close the library, the Library Director or designee will notify the Library Board President, the Germantown Police Department, Village Hall, and post it on the Library website and social media sites. All local TV news stations should be notified. If at all possible one hour notice will be given. In the interest of safety, patrons who need transportation home will be allowed to use the library telephones and instructed to go to the Police Department to wait for their ride.
4. Any time not worked due to situations outlined above will result in both full-time and part-time staff to be unpaid. It is optional for staff to make-up the hours lost. If they choose not to make up the hours, they are required to take vacation time. If they are out of vacation or are not eligible for vacation, the time will be unpaid. Under the direction of the Library Director or designee, staff may choose to continue to work on assignments if the library must close and it is not a safety hazard.

ADOPTED: 3/26/97

REVISED AND ADOPTED: 10/28/09; 6/28/17