

Lisle Free Library
Daily Operations
Policy I-C “Inclement Weather and Closings”

Effective Date: 9/4/2018

Application: Patrons, Library Staff

Statement of Purpose: As the Lisle Free Library exists to provide quality service to the residents of Lisle, New York and adjacent communities in an open and non-judgmental environment with free access to internet connected computers and other library materials in a variety of formats, the purpose of this policy is to insure that the services are being provided in a safe environment uninhibited by safe travel to and from the library and any preventable physical discomforts within the building.

Policy: The Director or his/her designee may close the building due to inclement weather or for any other subsequent emergency. If the building must be closed for a reason that is not obvious (i.e. power outage, furnace malfunction, etc.) an attempt will be made to notify affected staff by phone. Unless otherwise requested, staff is not expected to work during an emergency closing. Should inclement weather cause the closing of the building during the course of the workday, staff will be notified to vacate the building. On days where weather causes travel difficulties, staff will contact the Director one hour prior to opening time for a determination of whether the building will open for normal hours, have a delayed opening, or remain closed that day.

In the event of a delayed opening or building closure, the Director will immediately notify at least one (1) Trustee and all affected staff members. An announcement will be made on the library’s Facebook page, website, and (if possible) by notice posted on the library’s front door.

The Director or his/her designee will take the following criteria into consideration when determining a building closure or delayed opening:

- Travel difficulties for staff and patrons that may be caused by inclement weather
- The functionality of the building to serve the community (ie power or furnace outage)
- School or business closings

Responsibility: It is the responsibility of the Director to execute any decisions made by the power of this policy and to report these decisions to one or more Trustees.

Approved: 9/4/2018 by the Lisle Free Library Board of Trustees