

## **Crandon Public Library**

### **Inclement Weather / Emergency Closing Policy**

The Crandon Public Library may need to close during regular business hours because of inclement weather and/or another type of emergency disaster. The Library shall close at the discretion of the Library Director with approval of at least one library board member. The decision to close shall be based on the consideration of the health and safety of the library staff and its patrons.

A closing notice will be posted on the Library's front door as a public service. The Library Director will notify or leave messages with the City of Crandon Clerk's office as a courtesy measure.

If the Library Director makes the decision to close the Library during regular business hours, the library staff on duty will be guaranteed at least 1 hour pay.

Approved : 01/25/2010

Reviewed: 02/11/2014