

**Verona Public Library
Inclement Weather Policy**

I. Purpose of Policy

When the weather becomes hazardous to the health and safety of the public and/or library staff, the library will close or take safety precautions.

II. Library Closures:

The library may close when the weather threatens the safety of the public and library staff and would make travel to and from the library unsafe. The decision to close or postpone the opening of the library due to inclement weather is at the discretion of the Library Director or their chosen substitute. Staff will alert the public to closures on our website, through social media, and on the incoming phone message.

III. Library Safety Measures Due to Inclement Weather:

- A. When the National Weather Service issues a **Severe Thunderstorm Warning** the library will notify patrons of the impending weather. Staff will post Severe Weather signs at the service desks that read: “The National Weather Service has issued a Severe Weather Watch/Warning. Take necessary precautions. Dangerous lightning, wind, hail, and possible tornadoes can develop. If a Tornado Warning is issued, the library will require you to take cover or leave the library immediately.”
- B. When the National Weather Service issues a **Tornado Watch** library staff will inform patrons of the possibility of a tornado developing by posting the Severe Weather signs at service desks.
- C. In the event of a **Tornado Warning**, the following announcement will be made: “The National Weather Service has issued a Tornado Warning. Please follow library staff to a safe area of the building.”

Library staff will strongly encourage the public to take cover in the designated areas, but cannot require that patrons remain in the library. Staff and patrons will stay in designated safety areas until the Tornado Warning expires. Weather radio, flashlights, and water are located in the Storage Room main shelter area. If possible, staff should bring these items, as well as a personal cell phone, to the other designated areas.

- D. Designated safety areas for tornado events include:
 - Storage Room located in the staff area
 - Restrooms in main lobby
 - Family Restroom in the Children’s Department

Secondary safety areas include:

- Circulation Room (windowless interior room)
- Book Drop Room (windowless exterior room)
- Staff Restroom (windowless exterior room)

IV. Staff Compensation Related to Inclement Weather Situations:

If the library closes, or if an employee is unable to reach or remain at the library because of inclement weather, staff may use available vacation leave, personal days, or comp time in lieu of time missed on that day. Employees may otherwise choose to make up missed hours caused by inclement weather during that week.

This policy replaces any previous policy regarding inclement weather or emergency closings.

Library Board Approved on August 6, 2008

Revised November 2, 2011

Reviewed November 7, 2012

Reviewed November 6, 2013

Revised April 5, 2017

Revised February 2, 2022