

Inclement Weather/Unscheduled Closings

POLICY

When inclement weather is forecasted, the safety of patrons and employees is of the utmost concern. Provided that the Director and/or adequate staff can arrive safely, the library will be open. If the Monroe City School District is closed due to inclement weather, the library will also be closed. If the Monroe City School District has early dismissal due to inclement weather, the library will also close early.

PROCEDURE

Unscheduled closures: In the event that the library will be closed or close early, all efforts will be made to notify patrons. Closures will be posted on the front door of the City Hall Complex (when able) and also posted to Facebook/social media. The Director will notify employees of closures and will communicate these closures to the public. The decision to close the library due to inclement weather (i.e. winter weather), is up to the discretion of the Library Director and employees and does not need approval from the BOT.

Severe weather/Tornado: if time permits, all employees and patrons should take the stairs down to the basement of the City Hall Complex until the threat has passed. If time does not permit, patrons and employees should take shelter in the restrooms.

Fire: patrons and employees should follow the City Hall Complex evacuation plan.