

POLICY STATEMENT CONCERNING INCLEMENT WEATHER AND
EMERGENCY CLOSURE
HANNIBAL FREE PUBLIC LIBRARY BOARD OF TRUSTEES
Effective:

Hannibal Free Public Library recognizes the fact that inclement weather and other emergencies can affect the library's ability to open for business and an employee's ability to get to work. The safety of library patrons and library employees is paramount in any emergency. At times 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. The decision to close or postpone the opening of the library due to inclement weather is at the discretion of the Library Director or his/her chosen substitute and Hannibal Free Public Library Board of Trustees.

LIBRARY CLOSURE

Hannibal Free Public Library will take the following into consideration when determining whether to close for inclement weather:

- The safety of our patrons and staff
- The safety of individuals on the library's inclined parking lot
- Local school closings including public schools, parochial schools, Moberly Area Community College, and Hannibal LaGrange University
- Current and future road conditions
- Potential damage or hazardous travel from impending weather

THE LIBRARY WILL CLOSE IF THE FOLLOWING OCCUR:

- The electricity in the library is out
- Heat in the winter or air conditioning in the summer is not available
- Flooding affects transportation or access to the library building
- Damage from tornadoes or high winds affects transportation or the structural integrity of the library building
- Local and state authorities declare a weather emergency and ask the public to stay off the roads

We will keep the library closed for the briefest period of time possible.

LIBRARY SAFETY MEASURES DUE TO INCLEMENT WEATHER

1. When the National Weather Service issues a Severe Thunderstorm Warning the library will notify patrons of the impending weather. When a Severe Thunderstorm Warning is in effect, Severe Weather signs will be posted at the

service desks that read: “The National Weather Service has issued a Severe Weather 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 move to the basement level of the building and take cover.”

2. When a Tornado Watch is issued, library staff will inform patrons of the possibility of a tornado developing. The Severe Weather signs will be posted at service desks that read: “The National Weather Service has issued a Tornado Watch. Threatening weather conditions may develop. If a Tornado Warning is issued, the library will require you to move to the basement level of the building and take cover.”
3. In the event of a Tornado Warning, the following announcement will be made: “The National Weather Service has issued a Tornado Warning. At this time, the library requires you to move to the basement level of the building and take cover.”
4. Other weather-related warnings and watches issued by The National Weather Service will be announced to patrons and will be displayed on the service desks.

STAFF COMPENSATION RELATED TO INCLEMENT WEATHER SITUATIONS

If Hannibal Free Public Library closes before an employee’s scheduled time to report to work, the employee will receive emergency pay for the duration of their scheduled shift. If an employee’s shift is shortened due to weather closure, the employee will receive emergency pay for the remainder of their scheduled shift. If an employee does not feel safe traveling to work, he/she may choose not to come in by notifying the Library Director or his/her chosen substitute and will have the option to use available vacation, and personal days, reconcile missed work within the same pay period, or receive no pay.

NOTIFICATION

In an emergency, the library director will make every effort to notify employees by phone of the closure prior to their scheduled work day. The closing will be sent to local radio and television stations and the closing will be posted on the library’s Facebook page.

FINES

Fines for any materials due on days that inclement weather conditions occur may be waived, whether or not an official emergency is declared and whether or not the library is closed.

AUTHORITY

This policy was adopted by Hannibal Free Public Library Board of Trustees:
December 19, 2023

In the event of a major disaster, the Library Board may, at its initiative, suspend this policy.