

## Troy Public Library Emergency Closing Policy (Inclement Weather & Other Conditions)

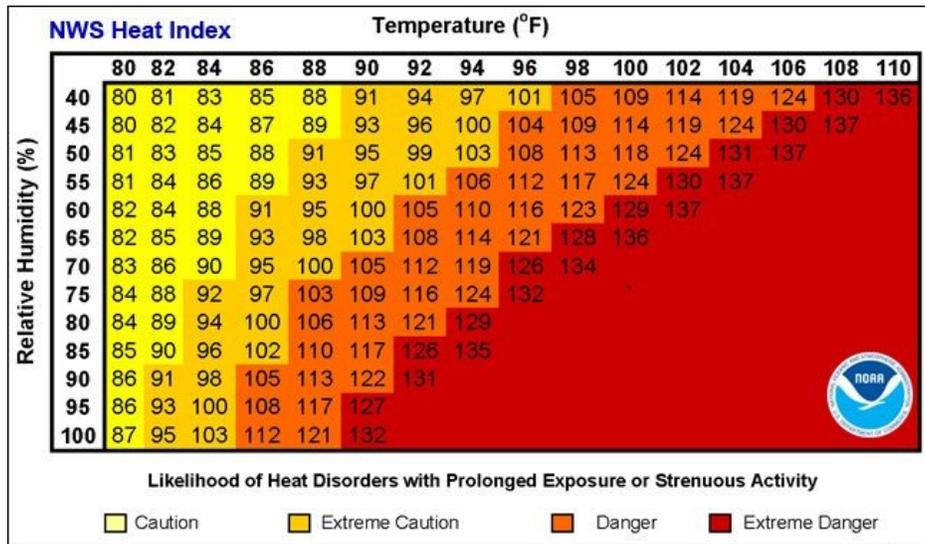
In order to fulfill its mission of serving the public, the Troy Public Library will make every reasonable effort to open to the public as scheduled, consistent with safe access for both the public and library staff.

Occasionally, inclement weather and other conditions may prevent the library from opening, postpone opening, or require the building to close early. The decision to close the library due to adverse conditions will be made by the Library Director or his/her chosen substitute.

Situations which may result in closing the building may include, but are not limited to, inclement weather, a power outage, and unsafe or unhealthy conditions.

The Main Library does not have central air conditioning or dehumidification inside the building. Extreme heat and humidity, especially in the summer months, can create hazardous conditions in the building. To protect the health and safety of those staff members and patrons inside the building, the library may close when either one of two temperature thresholds is met on the main level of the building:

1. the temperature inside the building hits 85 degrees Fahrenheit
- OR
2. the heat index inside the building hits 88 degrees Fahrenheit  
(Using the National Weather Service's Heat Index chart below)



The public will be notified of closing or changes in hours of operation through a variety of means, including: Facebook posting, library website posting, local television announcements, and the library telephone automated system.

In accordance with the library's personnel policy, Full time and part time employees working twenty or more hours per week who were scheduled to work during the time of the closing will be paid for the time. If an employee is not scheduled to work during the closing, he/she is not paid for the time nor entitled to compensatory time off for the length of time the library is closed.

Approved by the Board of Trustees  
9/11/2018