

Weather and Curbside Closing Policy & Procedure

Updated September 2022

Closing curbside pickup only:

When the weather conditions make it potentially hazardous for staff to maintain curbside operations, the library will temporarily suspend curbside operations. Some examples of conditions too dangerous for curbside include:

- Sustained high winds (30 mph or more) that make it difficult for staff to maintain their balance on their way to vehicles.ⁱ
- Thunder and lightning. Curbside service should not resume until 30 minutes after the last instance of thunder.ⁱⁱ
- Heavy rain that will endanger the condition of library materials

In the event of potentially hazardous weather conditions, the librarian in charge will consult with the Circulation Supervisor (if available) and make the decision whether to suspend curbside service.

Closing the Library:

The Director or an Assistant Director will decide if the library needs to close due to dangerous weather conditions. This decision will be made in consultation with the Library Board President and the Town of Henrietta.

1. The Director or Assistant Director are responsible for contacting the board president, the MCLS Library Automation Services department, local TV and radio stations, staff responsible for scheduling (reference scheduler, circulation scheduler, and page scheduler), and FFHPL Book Shoppe co-chairs.
2. The Director or Assistant Director are responsible for activating the emergency closing message in the library's phone system and will post a notice of closing on the library's social media outlets.
3. Schedulers are responsible for contacting the staff and volunteers they schedule who are working that day. If there is any doubt, staff is ultimately responsible for checking local news media outlets, calling the library, or calling their supervisor to accurately determine whether the library is open.
4. Patrons and groups with room reservations will be notified by a designated staff person. If a library event is scheduled, staff running the event is responsible for contacting attendees.



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Henrietta Public Library
625 Calkins Road
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Information for Staff:

When staff will get paid for scheduled hours in the event of a weather closing:

- When the library is closed before opening hours and staff are called to not come in.
- When the library closes early due to weather and staff are called to not come in or are sent home.
- When staff arrive after the library has a delayed opening.

Staff calling in before the Director or Assistant Director decides to close:

- Full-time staff will take vacation time.
- Part-time staff with benefits can choose to take vacation, make up their hours, or not be paid.
- Part-time staff with no benefits may choose to make up their hours or receive no pay.

Staff scheduled off due to flex or vacation time may not take this scheduled off-time on another day.

ⁱ National Weather Service. Estimating Wind, <https://www.weather.gov/pqr/wind>.

ⁱⁱ Centers for Disease Control, National Center for Environmental Health. When Thunder Roars, Go Indoors, <https://www.cdc.gov/nceh/features/lightning-safety/index.html>.