

Inclement Weather:

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

The library will close only when the weather is extreme enough that most business activity is suspended. The library may close early or delay opening when weather is hazardous to the health or safety of the public or staff. Closing of schools will not automatically result in the library closing. If city offices close for inclement weather, however, the library will also close.

The Library Director has Board approval to close early, delay opening or not open due to inclement weather. If the director cannot be reached, the senior member working has permission to close at his/her discretion.

In the event the library closes, the library director will contact City Hall and the Library Board. Any emergency closings will be announced on the library website and Facebook page, on local media outlets and posted on the library's front door, if possible. The library's recorded telephone message will also be changed to notify callers of any closing or delay.

Other Emergencies:

If emergency sirens are sounded during work hours, anyone in the library should take shelter in the Community Room or the workroom.

The library may close due to other emergencies such as loss of power (30 minutes without power), problems with heating or air-conditioning (if indoor temperature reaches 82 or drops below 50), bomb threat, loss of water, or other catastrophic conditions.

Staff Compensation Related to Inclement Weather or Emergency Closures:

If the library closes, or if an employee is unable to reach or remain at the library because of inclement weather, he/she may utilize available vacation leave or comp time in lieu of time missed. Employees may otherwise choose to make up missed hours caused by inclement weather during that work week.

Kasson Public Library Board of Directors
Approved: November 10, 2020