

Inclement Weather / Emergency Policy

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

However, there are times prior to opening, especially in the winter, when the weather conditions could make it unsafe for the public and library staff to travel to the library. At such times, it may be necessary to not open the library as scheduled. Furthermore, there may be occasions when these same conditions will arise during operating hours and it may be necessary to close the library early. Failure of the facility's HVAC, plumbing, heating, or electrical systems could also prompt the library to delay or forgo opening of the library due to inclement weather or other conditions. The decision to close or postpone the opening of the library due to inclement weather is reached at the discretion of the Library Director after consultation with the Library Board of Trustees and Merrimac Highway Department (DPW). If the library closes unexpectedly, the Library Trustee Chairperson will be called.

National or State weather service advisories concerning travel during storm conditions, or during the clean-up afterwards, will always be followed. If the governor of Massachusetts declares a State of Emergency, the library will remain closed.

If, on a regular school day, the Pentucket Regional School District chooses to close for the day due to inclement weather the Merrimac Public Library will be closed as well. If the school district has a delay opening the library will assess the weather conditions and decide by no later than 9:00am if the library will have a delay opening.

If the building is closing early, staff and library patrons already in the facility will be notified immediately.

On a Saturday or any other non-school day, the decision to close or postpone the opening of the library due to inclement weather or other conditions is reached after consulting with Library Director and the Library Trustee Chairperson.

If the library remains closed for an entire day because of an emergency situation, all staff scheduled to work that day will be paid for the number of hours they were scheduled to work. If an emergency closing occurs during hours the library is open, employees will be paid for any remaining hours scheduled.

When the library has decided to open, but extreme weather conditions make it impossible for an employee to arrive at the regular time, reasonable allowances for lateness will be made. If the employee cannot report for work within a reasonable time, they can utilize vacation or personal time equal to their regular work schedule for that day.

The Library Director will notify all affected staff either in-person or by phone of any situations related to delayed opening or other closures. Library staff member will post on social media of any changes to libraries regular operating hours.

Approved by the Library Board of Trustees 1/8/2025