

Wanaque Public Library Emergency Closure Policy

Adopted by Wanaque Public Library Board of Trustees 10/26/2022

In order to fulfill its mission of public service, Wanaque Public Library maintains regular hours for the public. However, public safety issues such as inclement or adverse weather, power outages or public health emergencies may affect the library's operating hours.

Adverse Weather Conditions

In the event that inclement or adverse weather conditions arise on a regular school day, the hours of Wanaque Public Library will be adjusted to match the Wanaque Public School System's hours. Adjusted hours may include delayed opening, remaining closed for the day, and/or early closing.

When adverse weather occurs on Saturdays or any other non-school day, the Library Director will confer with at least one, but preferably two officers of the Library Board, and will then decide whether to delay opening, remain closed for the day, or close early.

If the Library Director disagrees with the adverse weather decision made by the Wanaque Public School System, the Director may confer with at least one, but preferably two Board officers in order to deviate from the School's decision.

Building Issues

Failure of the library's HVAC system, plumbing, or electrical systems may require the library to delay opening, remain closed or close early. Whenever possible, these decisions should be made by the Library Director.

However, if a power outage occurs when the library is open to the public and:

- the power has not returned within 45 minutes, or if
- the power outage could affect the safety of those in the building (for instance, if it occurs after dark),

the staff member who is on duty is authorized to close early. If this occurs, the library director should be notified as soon as possible after the event.

Public Health Emergencies

In the event of a pandemic or other public health emergency, the Library will close and reopen in response to state executive orders or directives of health officials. The Library Director is authorized by the Board to act according to those orders/directives and to inform the Board of actions taken as a result of these orders/directions at the earliest opportunity.