

Winter Policy and Procedures for the Granville Public Library

Winter brings its own set of criteria regarding maintenance of the Library building and property. Specifically snow and ice conditions, energy use and heating.

Snow and Ice Policy:

The Library will close if the Granville Highway department is out clearing roads. Sidewalks and steps should be clear of snow and ice, when patrons are expected to use them. The Parking Lot is cleared by the town during or after the winter event according to their schedule. Library is not open until it is cleared.

The director and/or Library trustees will be aware of or verify the conditions prior to any opening or closing decisions being made.

Snow and Ice Procedure:

- 1) If the library is closed and a winter event is predicted or has started, The Library Director, (or if the Library Director is not available, the Library Building Trustee) will verify the conditions in Granville, prior to opening, by texting/calling the Director of Public Works to verify that the town's department of Public Works is out monitoring the roadways.
 - a) Director will post on social media and town communication forums that the Library is closed.
- 2) If the library is open and a winter event is predicted to start or has started, the Library Director, (or if the Library Director is not available, the Library Building Trustee) will verify by texting/calling the Director of Public Works, when the highway department will start their highway monitoring, The Director/Trustee will then determine if and at what time the Library will close.
 - a) Director will post on social media and town communication forums when the Library is closing.
 - b) The Library staff at the building will follow the procedure indicated in step #3.
- 3) If the Library is open or will open and there is light snow, but no major accumulation is predicted, the Library staff will be required to do the following:
 - a) Monitor the front steps and sidewalk. Sweep or shovel regularly and as necessary.
 - b) Apply a special salt mixture supplied on the portico and in the steps by the back door. Reapply as necessary.
 - c) If conditions unexpectedly worsen, staff is to notify the Director or, if Director is not available, the Library Building Trustee, who will then make the decision to close.
 - i) Director will post on social media and town communication forums when the Library is closing.
- 4) Director will send an email to cwdirs@cwmares.org and cwinfo@cwmares.org to notify libraries.
- 5) Current Contact information:
 - a) Library Director - Lise LeTellier 413-210-3600
 - b) Library Building Director- Rober Gleason- 413-627-8616

Energy Use Policy:

Energy use is considered both for the purpose of energy conservation and proper building maintenance. The Library has two separate heating systems. The new energy efficient Mitsubishi Split systems are cooling and heating systems. The Oil burning furnace is also used. Heating temperatures for occupied buildings is 64. *During Covid pandemic fresh air must be circulated.

Energy Use procedure:

- The temperature of the split system should be between 63 and 65.
- Oil Burning Temperature thermostat found near the bathroom is not adjusted, heat will go on automatically.