

# Hanson Public Library

## Warming and Cooling Center Policy

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The Hanson Public Library welcomes the opportunity to serve the public as a warming or cooling center during times of extreme hot or cold temperatures.

The determination to open as a warming or cooling center outside normal operating hours shall rest with the Library Director in consultation with Town officials and emergency personnel, provided that funds necessary to open shall not come from the Library's budget.

When the Library Director, Town officials, and the Emergency Management Director agree that the Library should open as a warming or cooling center outside normal operating hours, the Library anticipates that the Town shall provide any funds necessary for this purpose. Furthermore, the Library anticipates that the acquisition of any supplies the Town wishes to provide to operate a warming or cooling center at the Library, such as food and water, shall be the responsibility of the Town.

If the various parties are not in agreement about opening the Library as a warming or cooling center outside normal operating hours, the Library reserves the right to use its own funds to do so as an added service to residents. This decision will be at the sole discretion of the Library Director, after consultation with the Board of Trustees chair. The Library Director may also choose to use Library funds on an emergency basis for the purchase of warming or cooling center supplies, such as food and water.

A minimum of two Library staff members should be present to open as a warming or cooling center outside normal operating hours. Every effort will be made to offer normal library services. If only one Library staff member is available, the Library Director may permit at least one other individual, such as another Town employee, public board member, or Library Foundation member, to assist the Library staff member in operating the warming or cooling center. These individuals will not be permitted to conduct any Library business or provide any library services. The Library staff member may provide some basic library services if it is feasible to do so.

Adopted by the Board of Library Trustees

October 27, 2022

Revised June 25, 2024