

Effective Date: April 21, 2020

Epidemics & Other Disasters:

In cases of epidemics when the community is infected with wide-spread illness or the staff is infected with wide-spread illness, the Library Director may at his/her discretion close the library or reduce services in the short term to maintain the safety of the staff and the public. If possible, the Library Director will first attempt to consult with the Library Board President

Other types of disasters which follow the above rule of emergency closure, include any that severely compromise the availability of staff or render the building unsafe. (insect infestations, community wide disaster, carbon monoxide, etc.) When the building is unsafe and in need of immediate closure, the most senior staff member present at the time can close the library for a day.

The Library will follow the public health orders or any orders issued by the city, state and/or federal government when issued that include library closure or reduction of its services.

In disasters when the building is intact, the library may be repurposed by the city as a place of shelter or food distribution or in some other necessary capacity.

During an extended closure, the Director will set a schedule for seeing to the critical needs of the facility (boiler and building checks, book drop, payroll and banking considerations). The library will also continue to provide information services for the public, such as digital reference, online materials access and expansion of other online resources when possible. The library will also work with the city to provide information to the public about the ongoing disaster, the available resources, and the city's response.

The Library Board values its staff and their safety and well-being. In general, city and library personnel policy will be followed. But the board has the right to make special policy or motions or provisions regarding staff pay, hours, duties, use of sick leave, use of vacation leave, remote work, etc. in response to a mandatory shutdown or a limiting of services.

Reopening the library and reinstating services will be at the Library Director's discretion, according to when the library and its resources (including staff) is deemed safe to the public again and reopening follows whatever city, state and/or federal orders that may be in place. Again, the Library Director will consult with the Library Board President when possible first.

In all cases, when the Library Director is temporarily unable to perform his/her duties or permanently unable to perform duties, the library assistant II will assume the responsibilities until the Library Director returns to work or the Library Board hires a new director. In cases of extreme emergency, the Library Board President can make decisions or delegate that duty to the next senior staff member available to be in charge.