

Bath Township Public Library Board of Trustees

Sue Garrity - President
Lynn Bergen - Treasurer
Larry Fewins-Bliss

Theresa Kidd – Vice President
Audrey Barton - Secretary
Ken Jensen

AGENDA, MAY 25 – 6 P.M. Meeting In Person at BTPL

1. Call to Order.
2. Moment of Civic Reflection
3. Approval of the Agenda
4. Public Comment – limited to 3 minutes, on agenda items only.
5. Disclosure of Conflicts of Interest
6. Review and Approval of Minutes (see agenda packet)
7. Financial Report – Treasurer & Director (see agenda packet)
8. Director Report (see agenda packet)
9. Unfinished Business - Items for Discussion
 - a. BTPL Emergency Policy
 - b. Whistleblower Policy
10. Unfinished Business – Items for Action
 - a. Vote on Emergency Policy
 - b. Vote on Whistleblower Policy
11. New Business - Items for Discussion
12. New Business - Items for Action
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

Reminder: Next Meeting is June 15, 2022, 6 p.m.

Bath Township Public Library

Meeting Minutes

Wednesday, April 20, 2022

Present: (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen,
Theresa Kidd, Larry Fewins-Bliss, Audrey Barton
(Library Director & Staff) Kristie Reynolds

Public Present: none

Next meeting: Wednesday May 25, 2022 @ 6:00pm

I. Regular Business

- a. Meeting called to order at 6:03pm
- b. Moment of civic reflection.
- c. Ken **motions** to approve the agenda, Larry supports, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Theresa **motions** to approve the minutes. Sue supports, all in favor.

II. Financial Report

Please see the full Treasurer's Report in the April meeting packet, covering the reports from March and April.

The budget is in good shape. Adjustments will be made to cover a discrepancy in utility expenses. Kristie plans to seek an improved, more satisfactory retirement plan.

Larry **motions** to accept the financial report, Ken supports, all in favor.

III. Director Report

Please see the full Director's Report in the April meeting packet.

BTPL is fully staffed, and staff meetings will now take place monthly. In-person programming has also increased, with great participation in the Valentine's Day and Take Your Child to the Library Day events. More frequent one-on-one meetings have also been a positive change.

Through a grant, the library has received five Microsoft Surface laptops and a content-creation kit, which will soon be set up and available to patrons.

Kristie continues to seek educational opportunities. She has begun a grant-writing program through UofM. She also attended the Night of the Notables at the capitol building. Staff also seek educational opportunities, including Jana's enrollment with Spring Institute.

By the numbers, community involvement is up! There is a lot of buzz about the upcoming Summer Reading Program, which is ocean themed. The big launch event will happen on June 11th. BTPL looks forward to working on future events with the township's new recreational director, Ms. Slocum.

BTPL has officially gone up to a Class IV library! The requirements for staffing have increased, and our current staff meets these requirements. Our legal population is 13,292.

IV. Unfinished Business – Items for Discussion

- a. Board Strategic Planning Session Tuesday 4/26, 6-8pm
- b. Staff Compensation Committee

(review materials at <https://www.michigan.gov/libraryofmichigan/libraries/admin/statistics> for information from across Michigan)

Helpful information to study as we move towards a deeper discussion of this committee, likely to take place in August 2022. It is important to keep context in mind while studying these numbers, as libraries are unique with diverse needs and characteristics.

- c. BTPL Emergency Policy Review, with changes suggested by Kristie.

V. Unfinished Business – Items for Action

- a. none

VI. New Business - Items for Discussion

- a. Changing May Meeting Date to Wednesday, May 25th.
- b. Additional Closures on Federal Holidays, and how staff should be compensated for these days.
- c. Moving email domain from GoDaddy to Microsoft

A quote from ASK has been provided in the April packet. Kristie seeks a less expensive service, as the current provider charges quite a lot. Switching away from GoDaddy is complicated and will require significant labor. The initial price should be recouped after approximately 3 years.

GoDaddy was chosen when the library first opened, due to the need for a secure, professional service. Now that the library is established (with a tax ID, etc.) it is time to migrate to a better and less expensive platform.

Lynn **motions** that BTPL moves forward with the migration using \$8300.00 from the savings account. Theresa seconds, all in favor.

VII. Items for Action

- a. Larry **motions** to approve the suggested library closure on May 4th, for Kristie's NARCAN training, and for one hour each month for the all-staff meeting. Ken seconds, all in favor.

VIII. Closing

- a. Public Comment: none
- b. Board Member Comments: Sue reminds us to watch for upcoming events hosted by Friends of Park Lake.
- c. Audrey **motions** to adjourn the meeting at 7:10. Ken seconds, all in favor.

(Minutes recorded by Audrey Barton, Secretary)

Treasurer's Report May 11, 2022

As of April 30, 2022 4 months = 33%

MSUFCU Savings	\$ 95,235.90
MSUFCU Checking	\$ 252,104.76

Notes:

- All April expenses were reviewed and verified using Kristie's Reconciliation and the MSUFCU Statement.
- Overall expenses were 38%. This is 5% above expected for 4 months. The following budget items were over 50%: capital expenses, professional development, utilities and internet. Going forward expenses will be mitigated by anticipated adjusting journal entries, utility expenses will modify a bit during the summer months and the approved transfer from savings to increase the utility and internet budget.
- The Maner Costerisan audit of fiscal year 2021 was read/reviewed. Thank you, Kristie, for a job well done.

Lynn Bergen, Treasurer

Bath Township Public Library
Budget vs. Actuals: FY 2022 Budget - FY22 P&L Classes
 January - April, 2022

	Actual	Total Budget	% of Budget
Income			
4000 Donation	121.16	2,500.00	4.85%
4100 Grant Income	2,000.00	5,000.00	40.00%
4200 State Aid	6,486.22	10,000.00	64.86%
4300 Tax Revenue	317,988.61	307,440.00	103.43%
4500 Penal Fines		35,000.00	0.00%
4600 Service Fees	309.43	1,000.00	30.94%
4700 Interest	15.64	50.00	31.28%
4710 Dividend	238.00	100.00	238.00%
Total Income	\$ 327,159.06	\$ 361,090.00	90.60%
Gross Profit	\$ 327,159.06	\$ 361,090.00	90.60%
Expenses			
6000 Capital Expenses	3,821.09	7,000.00	54.59%
6010 Collection Acquisitions	9,516.32	25,000.00	38.07%
6020 Library Programming	2,685.34	6,000.00	44.76%
6200 Advertising & Marketing	130.14	3,000.00	4.34%
6310 Contractual Services	13,190.33	28,000.00	47.11%
6320 Legal & Professional Services	624.00	2,000.00	31.20%
6400 Payroll	44,758.13	140,000.00	31.97%
6410 Payroll Taxes/Benefits	5,555.81	16,000.00	34.72%
6430 Benefits	6,110.27	14,000.00	43.64%
6500 Bank Charges & Fees	94.57	200.00	47.29%
6510 Insurance	1,336.49	4,000.00	33.41%
6530 Meals	26.75	1,000.00	2.68%
6540 Membership	566.34	8,500.00	6.66%
6550 Office Supplies & Software	2,029.52	7,000.00	28.99%
6560 Professional Development	604.00	1,000.00	60.40%
6580 Rent & Lease	15,292.00	45,900.00	33.32%
6590 Repairs & Maintenance	2,043.07	9,000.00	22.70%
6620 Technology	3,540.28	11,000.00	32.18%
6630 Travel	186.73	2,000.00	9.34%
6640 Utilities & Internet	6,408.37	14,000.00	45.77%
Total Expenses	\$ 118,519.55	\$ 344,600.00	34.39%
Net Operating Income	\$ 208,639.51	\$ 16,490.00	1265.25%
Net Income	\$ 208,639.51	\$ 16,490.00	1265.25%

Directors Report May

- Legal & Professional
 - I spoke with Anne Seurynk about a Whistler Blower Policy. She gave us one to use.
- Staffing
 - No changes.
 - We held our one-on-ones.
 - Staff meeting
- Scheduling
 - There were no issues
- Upcoming Programs
 - The staff is preparing for Summer Reading Program
- Community outreach
 - Led the Library of Michigan Board
 - Worked on the Safe Routes to School Mini Grant
- Technology
 - Waiting for ASK to schedule the migration of emails and the set up of the surface.
- Policy
 - Emergency Management Policy
 - Whistle Blower Policy
- Continuing Education
 - U of M Grant writing
- Projects
 - Strategic Planning
 - Migrating Emails
 - AED
 - Active Shooter Training
 - Emergency Exit Signs

- Statistics

April	2021	2022
Visit	315	682
Items Checked out	1091	1409
Computer Use	57	54
Wireless use	86	142
Hoopla	162	146
Overdrive	183	293
New Cards	14	19
Renewal Cards	23	45
Kanopy	N/A	4
Event Attendance	N/A	103
Virtual Program Attendance	178	120
Story Time Attendance	2	36
Passive Program Attendance	66	56
Outreach	N/A	0
Ancesrty.com	7	0
Tutor.com	1	0
Reference Calls	103	123

BATH TOWNSHIP PUBLIC LIBRARY
EMERGENCY MANAGEMENT POLICY

I. Purpose

The purpose of this Policy is to address emergency issues that may arise in the operation of the Bath Township Public Library (“Library”). This Policy addresses medical emergencies, weather, and other safety emergencies.

II. Weather Emergencies

A. Tornado

1. *Tornado Watch:* If there is a tornado watch in effect, the Library is not required to take any action. However, the Library Director or his/her designee shall listen to the weather radio and monitor any change in conditions until the watch has ended.
2. *Tornado Warning:* If there is a warning or the sirens are activated, Library staff members must advise patrons to seek shelter. In our current building the safest place would be in the hallway without windows and the bathrooms. Library staff must be sure that all patrons are advised, and then seek shelter themselves. Use arms to protect head and neck. Patrons and Library staff should remain in place until the warning is over.

B. Snow and other Inclement Weather. The Library Director or his/her designee has the authority to close the Library in the event of snow or other inclement weather related closing. The decision may be based on the conditions of the roads and parking lots, the forecast and availability of Library staff to operate the library. The Library Director shall notify the Board President and patrons at the Library and send patrons home if threatening weather is approaching. The Library Director shall notify patrons if it is not safe to leave the Library. A sign shall be posted on the door notifying patrons of the closing.

III. Opioid Antagonist Administration

A. Purpose. The purpose of this Section of the Policy is to establish guidelines and procedures governing the administration and use of any Opioid Antagonist by the Library.

B. Definitions

As used in this Section:

Whistleblower Policy

The Bath Township Public Library (“Library”) is committed to the highest standards of openness, honesty, and accountability. In consideration of that commitment, the Library expects employees and others with concerns about any aspect of the library’s ongoing operations involving matters identified below to come forward and voice those concerns. This Whistleblower Policy is intended to encourage and enable employees to raise such concerns within the Library, without fear of retaliation.

1. Scope

This policy aims to:

- Provide avenues for employees to raise concerns and receive feedback on any action taken.
- Reassure employees that they will be protected from retaliation or victimization for providing information in good faith.
- Inform employees how to take the matter further, if they are dissatisfied with the response.

This Whistleblower Policy is intended to cover concerns of any employee or of any individual closely involved in the operations of the Library. These concerns may be about something that:

- Is unlawful.
- Violates the Library's stated policies.
- Falls below established standards of practice.
- Represents improper conduct.

2. Safeguards

Employees are often the first to realize there may be something occurring within the Library that needs to be addressed and corrected. However, the Library recognizes that the decision to report a concern can be a difficult one to make, possibly because they feel speaking up would be disloyal to their colleagues. They may also fear retaliation or victimization from those responsible for the misconduct.

To encourage employees have their concerns addressed, the Library will not tolerate retaliation or victimization of any employee for raising concerns good faith.

Every effort will be made to protect an individual’s identity if they report a concern and do not want their name disclosed. However, during the investigation process, it may become necessary to reveal the source of the information, and/or a statement by the individual may be required as part of the evidence.

Individuals are encouraged to put their names to allegations, but concerns expressed anonymously will be investigated to the extent reasonably possible. The factors to be considered include:

- The seriousness of the issues raised.
- The credibility of the concern.
- The likelihood of confirming the allegations from attributable sources.

If an allegation is made in good faith, no action will be taken against the person who raised the concern, even if it is not corroborated by the investigation.

3. Raising a Concern

The first step is to approach your immediate supervisor. If the concern involves the supervisor or if for any other reason you are not comfortable addressing the matter with the supervisor, you should bring the matter to the attention of the library director. If the subject of the allegation happens to be the library director, report the matter directly to a member of the board of trustees.

The background and history of the issue, together with pertinent dates, should be provided. Include as much detail as possible, including the reason why you suspect fraud, theft, or corruption. The earlier the concern is reported, the easier it is to investigate and take action. Although employees are not expected to prove the truth of an allegation, they will need to demonstrate that there is sufficient reason for concern.

4. How the Complaint Will Be Handled

The action taken by the Library will depend on the nature of the concern. The matters raised may be investigated internally and/or reported to the police.

The amount of contact between the investigator and the originator of the complaint will depend on the nature of the issues raised, the potential difficulties involved, and the clarity of the information provided. The Library will take steps to minimize any difficulties that the originator of the complaint may experience as a result of their concern.

Allegations will be addressed as follows depending on the nature of the allegation:

- An internal investigation by the Library Director, the board of trustees, or an external auditor.
- Referral of criminal matters to the police.

The complainant will receive written communication:

- Acknowledging that the concern has been received.
- Indicating how the matter will be handled.
- Giving an estimate of how long it will take to provide a final response.
- Telling them the status of the initial investigation.
- Telling them if any further investigation will take place, and if not, why.

The investigation will be planned with consideration to the following:

- Resources required to investigate the allegation.
- Legal status of the allegation (e.g., theft or breach of procedure).
- Internal disciplinary procedures.
- Level of evidence required.
- Protection of data and documents required.
- Minimization of the effect on employees and others.
- Recovery of lost funds and minimizing the potential for further loss.
- Review of any improvements required to prevent re-occurrence.

The Library appreciates that individuals who report their concerns under this policy need to be assured that the matter has been properly addressed. Thus, where appropriate, and subject to legal constraints, they will receive information about the outcome of any investigation.

If the allegation directly impacts another organization, the highest-ranking officer at that organization will be informed.

1. *Act.* The “Act” shall mean the Administration of Opioid Antagonist Act, 2019 PA 39.
2. *Employee or Agent.* “Employee or Agent” means any of the following:
 - a. An individual who is employed by, or under contract with, the Library.
 - b. An individual who serves on the Library Board of the Library.
 - c. An individual who volunteers at the Library.
3. *Gross Negligence.* “Gross Negligence” means conduct so reckless as to demonstrate a substantial lack of concern for whether an injury results.
4. *Opioid Antagonist.* "Opioid Antagonist" means naloxone hydrochloride or any other similarly acting and equally safe drug approved by the United States Food and Drug Administration for the treatment of drug overdose.
5. *Opioid-related Overdose.* "Opioid-related Overdose" means a condition, including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death, that results from the consumption or use of an opioid or another substance with which an opioid was combined or that a reasonable person would believe to be an opioid-related overdose that requires medical assistance.

C. Policy

1. *Provision of Opioid Antagonist.* As permitted by the Act, the Library shall provide and maintain on-site at the Library (including any of its branches) Opioid Antagonists to treat a case of suspected Opioid-related Overdose in the Library or on Library property.
2. *Provision of Opioid Antagonist.* The Library may purchase and possess an Opioid Antagonist for the purpose of implementing the Act. The Opioid Agent shall be stored in a secure location in each branch. Such locations shall be determined by the Library Director. All Library Employees or Agents trained to administer the Opioid Antagonist shall be informed of the location of the Opioid Antagonist.
3. *Distribution and Administration of Opioid Antagonist.* An Employee or Agent may possess an Opioid Antagonist distributed to that Employee or Agent and may administer that Opioid Antagonist to an individual if both of the following apply:

- a. The Employee or Agent has been trained in the proper administration of that Opioid Antagonist; and
 - b. The Employee or Agent has reason to believe that the individual is experiencing an Opioid-Related Overdose.
- D. Training. Employees or Agents of the Library may be trained in the proper administration of an Opioid Antagonist. The Library Director shall determine who is trained. The training shall be conducted by any person or organization that is accredited to train for the administration and use of an Opioid Antagonist. The Library shall attach the protocol for the administration of the Opioid Antagonist as Exhibit A to this Policy and the description of who may require the Opioid Antagonist. After the initial training, the Library Director shall determine when supplemental or additional training should occur.
- E. Procurement and Storage of Opioid Antagonist
 1. *Procurement.* The Library Director or his/her designee will be responsible for the procurement of the Opioid Antagonist. The Library Director shall replace the supply as needed and shall monitor the supply for expiration dates.
 2. *Supplies.* At minimum, the Library may have the following supplies:
 - a. At least two (2) kits of the Opioid Antagonist
 - b. Gloves.
 - c. Face mask
 - d. Step-by-step instructions regarding the administration.
 3. *Storage.* The following shall apply to the storage of the Opioid Antagonist:
 - a. Opioid Antagonist will be clearly marked and stored in an accessible place at the discretion of the Library Director. The Library Director will ensure that all other relevant Library staff are aware of the Opioid Antagonist storage location.
 - b. Opioid Antagonist will be stored in accordance with manufacturer's instructions to avoid extreme cold, heat, and direct sunlight.
 - c. Inspection of the Opioid Antagonist shall be conducted regularly, including checking the expiration date found on box.

F. Use of Opioid Antagonist

1. *911.* Any Library Employee or Agent shall call 911 immediately.
2. *Use, Protocol.* After calling 911 and if necessary, in case of a suspected Opioid-related Overdose, the Library Employee or Agent may administer the Opioid Antagonist. If administered, the Library Director or other trained Employee or Agent shall follow the protocols outlined in the Opioid Antagonist Training (see attached) to prepare and administer the Opioid Antagonist. The protocol for the administration of the Opioid Antagonist is attached as Exhibit A to this Policy and is considered incorporated as part of this Policy. The protocol shall be reviewed and updated if required after additional training.
3. *Incident Report.* The Library Employee or Agent who calls 911 and/or administers the Opioid Antagonist shall complete an incident report in the form approved by the Library Director. The report shall not be released unless in conformance with the Library Privacy Act or required by law.

G. Immunity

1. *Civil Liability.* As stated in the Act, the Library and an Employee or Agent that possesses or in good faith administers an Opioid Antagonist as provided by law is immune from civil liability for injuries or damages arising out of the administration of that Opioid Antagonist to an individual under the Act if the conduct does not amount to Gross Negligence that is the proximate cause of the injury or damage.
2. *Criminal Liability.* The Library and an Employee or Agent of the Library that possesses or in good faith administers an opioid antagonist is not subject to criminal prosecution for purchasing, possessing, or distributing an Opioid Antagonist under the Act or for administering an Opioid Antagonist to an individual under the Act.
3. *Immunity by Law.* The immunity provided by the Act is in addition to any immunity otherwise provided by law.

IV. Emergency Requiring Automated External Defibrillator Use

- A. Purpose. The purpose of this Section of the Policy is to establish guidelines and procedures governing the administration and use of an Automated External Defibrillator (“AED”) by the Library.
- B. Definitions. As used in this Section:

1. *Act.* The “Act” shall mean The Liability of Certain Persons for Emergency Care Act, 1963 PA 17.
 2. *Employee or Agent.* “Employee or Agent” means any of the following:
 - a. An individual who is employed by, or under contract with, the Library.
 - b. An individual who serves on the Library Board of the Library.
 - c. An individual who volunteers at the Library.
 3. *Gross Negligence.* “Gross Negligence” means conduct so reckless as to demonstrate a substantial lack of concern for whether an injury results.
- C. Policy. The Library shall provide and maintain on-site at the Library (including any of its branches) AEDs to treat a victim who is experiencing sudden cardiac arrest. The AED shall only be applied to a victim who is not responding, not breathing, or not breathing normally and has no signs of circulation, such as normal coughing, breathing or movement.
- D. Training. Employees or Agents of the Library may be trained in the proper administration of the AED. The Library Director shall determine who is trained. The training shall be conducted by any person or organization that is accredited to train for the administration and use of an AED. The Library shall attach the protocol for the administration of the AED as Exhibit A to this Policy and the description of who may require the use of the AED. After the initial training, the Library Director shall determine when supplemental or additional training should occur.
- E. Procurement and Storage of the AED
1. *Procurement.* The Library Director or his/her designee will be responsible for the procurement of the AED. The Library Director shall replace the supply as needed and shall monitor the supply for expiration dates.
 2. *State of Readiness.* The Library Director shall be responsible for the following:
 - a. Assuring that the AED is maintained in a state of readiness and documenting such maintenance.
 - b. Ensuring that the AED is registered with an EMS agency and provide any updates to the agency as needed.
 - c. Making sure that Library staff know the location of the AED.

- d. Placing instructions next or near the AED indicating how to use the AED.
- e. Notifying EMS whenever the AED is used.
- f. Checking the AED for readiness after each use and as recommended by the manufacturer, whichever is earlier. This includes making sure the battery is charged, that the electrode packets are not expired, and any other maintenance recommended by the manufacturer.
- g. Documenting all maintenance.

F. Use of AED

- 1. *911.* Any Library Employee or Agent shall call 911 immediately.
- 2. *Use, Protocol.* After calling 911 and if necessary, in case a person is not responding, not breathing, or not breathing normally and has no signs of circulation, such as normal coughing, breathing or movement, the Library Employee or Agent may administer the AED. If administered, the Library Director or other trained Employee or Agent shall follow the protocols outlined in the AED Training (see attached) to prepare and administer the AED. The protocol for the administration of the AED is attached as Exhibit A to this Policy and is considered incorporated as part of this Policy. The protocol shall be reviewed and updated if required after additional training.
- 3. *Incident Report.* The Library Employee or Agent who calls 911 and/or administers the AED shall complete an incident report in the form approved by the Library Director. The report shall not be released unless in conformance with the Library Privacy Act or required by law.

G. Immunity

- 1. *Civil Liability.* As stated in the Act, the Library and an Employee or Agent who in good faith administers an AED or instructs others to use the AED as provided by law is immune from civil liability for injuries or damages arising out of an act or omission in rendering emergency services using an AED to an individual under the Act if the conduct does not amount to Gross Negligence or willful and wanton misconduct.
- 2. *Immunity by Law.* The immunity provided by the Act is in addition to any immunity otherwise provided by law.

V. **Bomb Threat**

If a message comes during Library hours that an explosive device is set to detonate in the building, follow these procedures:

- A. Keep Person on Phone. The person taking the message needs to keep the phone line open so the call can be traced. Be alert for clues about the caller, if possible.
- B. 911. Signal someone else to call 911.
- C. Evacuation. Direct everyone to leave the building immediately. Direct everyone to move as far away from the building as possible, but leave the driveway open for the police/fire department to arrive as quickly as possible.

VI. Fire or Suspicious Package

- A. 911. Call 911 immediately.
- B. Evacuation. Tell patrons to leave the building and walk as far as possible from the building, without blocking the driveway or parking lot. Room must be made for the fire trucks to arrive as quickly as possible.

VII. Medical Emergencies

- A. Application. The provision applies to serious injuries or potentially life-threatening medical emergencies unless otherwise specifically provided in this Policy (such as opioid and AED related emergencies).
- B. Call 911. The Library staff should call 911 for medical emergencies. The Library Director or his/her designee should use his/her judgment to call even if the patron does not want 911 to be called. Library staff should clear out of the area to allow emergency first responders to have access to the patron.

VIII. Blood Borne Pathogens

- A. Application. When contact with blood or other potentially infectious bodily fluids may result, all human blood and bodily fluids are to be treated as if known to be infectious or contain blood borne pathogens.
- B. Containment.
 - 1. Quarantine. If human blood, bodily fluids, or other potentially infectious materials (“Infectious Material”) are present at the Library, the Infectious Material and the surrounding area must be quarantined. The Library Director shall determine whether the presence of Infectious Material requires closing the Library.

2. *Personal Protection Equipment.* Personal protection clothing, such as gloves and masks, shall be provided and used in the cleanup and safe disposal of Infectious Material. The Library may hire a hazardous/contaminated cleanup company.
3. *Cleanup.* The Library shall follow all rules or protocols developed by the State of Michigan or local health department to address cleanup of an Infectious Material.

IX. Infectious Disease

- A. Purpose. In the event of an infectious disease outbreak, the Library will take proactive steps to protect the Library, Library staff and patrons to ensure that library services are provided.
- B. Safety Measures. During an outbreak, the Library will:
 1. *Cleaning Protocols.* The Library will establish and follow reasonable cleaning protocols, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, public computers, breakrooms, conference rooms, door handles, and railings. This may include removing objects and material from the public areas and wiping down surfaces after Library programming.
 2. *Personal Responsibility.* We ask all patrons to cooperate voluntarily in taking steps to reduce the transmission of infectious disease in the Library. The best strategy remains the most obvious – frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. The Library will also install alcohol-based hand sanitizers throughout the Library. During an infectious disease outbreak, it is critical that patrons do not enter the Library while they are ill and/or experiencing symptoms such as fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention (“CDC”) recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Symptoms may vary depending upon the infectious disease.
- C. Director’s Role; Authority. Because each infectious disease outbreak may have unique or different issues, the Library Director (or other person appointed by the Library Board) will monitor and coordinate events around a specific infectious disease outbreak. The Library Director has the authority to:

1. Cancel or Limit Services. The Library Director may cancel or limit programs or services to ensure the safety and security of Library staff and patrons. This includes cancelling scheduled meetings held in any Library meeting room. The Library Director shall use reasonable efforts to post notices of the program changes and cancellations, including posting notices at the Library and on the Library's website.
 2. Library Closure. The Library Director has the authority to close the Library during any infectious disease outbreak. The Library Board shall meet during that time to determine whether to (1) reopen the Library or (2) extend the closure time period. The Library Director shall use reasonable efforts to post notices of the closure, including posting notices at the Library and on the Library's website.
 3. Additional Protocols. The Library Director has the authority to establish additional protocols such as disinfecting borrowed materials before they are recirculated. The Library Director shall post notices in the Library of the additional protocols.
 4. Consultation. The decision to cancel or limit services, including closing of the Library or adopting additional protocols, may be based on recommendations made regarding the outbreak by the CDC, local health officials or the Library Board.
- D. Sick Patrons. Patrons who arrive at the Library with symptoms of the infectious disease outbreak may be sent home in accordance with this Policy. Only the Library Director or his/her designee shall have the authority to require a sick patron to leave the Library. Any patron may appeal the decision within ten (10) business days of the date of removal by sending a written letter to the Library Board.

X. Incident Reports

For any emergency, except a weather-related emergency, the Library Director shall require an incident report to be completed.