

The Grand Ledge Area District Library establishes the following policy which shall apply in the event of a pandemic or Public Health Emergency (“Public Health Emergency”).

1. The Grand Ledge Area District Library may suspend some or all of its operations due to a Public Health Emergency in the event that there is a mandate or recommendation for closure of library or local governmental facilities issued by public health or government officials on the local, county, or state level. The Library may also suspend some or all operations if the Library Board of Trustees determines that such suspension is warranted due to a Public Health Emergency.
2. At the discretion of the Library Director or the Library Board of Trustees, the Grand Ledge Area District Library may suspend operations, reduce its operating hours, or limit services temporarily (e.g. programming) in the event that there is not sufficient staff to maintain basic library service levels. In the event of a complete closure, items will be checked in “in amnesty” mode to waive late charges once the library reopens.
3. The Library Director will determine the level of staffing needed in order to safely operate the library. If insufficient staff are available to carry out services and maintain open hours then reductions in services may be undertaken in phases. Phases may include:
 - Cancellation of some or all programs, special events, and meeting room reservations.
 - Reduction of open hours if the number of available employees falls below the minimum level necessary to provide open hours at the library.
 - Close the library for one or more days if minimum staff level cannot be met.
4. In the event of a suspension of operation, in whole or in part, necessitated by a Public Health Emergency, communication about any reduction in services or open hours is of the utmost importance. Library staff should immediately post information about closures on the library website, social media sites, and outside the library.
5. If reduced staffing, open hours, or services are implemented, the Library Director shall prioritize library staff responsibilities to focus on tasks that most directly impact patrons. Priority responsibilities shall focus on:
 - a. Direct patron assistance: check out, issuing library cards, computer and reference assistance, facility and collection supervision/safety.
 - b. Patron related-tasks: check in, incoming delivery, shelving.
 - c. Workflow tasks: pull list, material orders, cataloging
 - d. Essential services: payroll, processing bills for payment, Library Board meetings.

Employees shall consult with the Library Director or to determine staffing area assignment and which individual work tasks should take priority.

6. When so ordered by the Health Department or relevant State of Michigan orders the library will mandate all possible employees not to perform in-person work activities where the work activity can be feasibly completed remotely. Positions that must report to the library building for in-person work:

Library Assistants responsible for:

- circulation desk shifts
- providing phone support related to in-library materials
- receiving and processing MelCat deliveries
- receiving and processing Library materials
- processing of programming materials
- maintenance, inventory, and weeding of library materials
- video production involving in-library resources
- on-site computer and server support
- building maintenance

Library Director:

- periodical check-ins
- collection development
- patron complaints as required
- consulting with vendor and building maintenance contactors as required

7. Library staff will be provided with necessary personal protection equipment appropriate for the library setting and nature of the Public Health Emergency..
8. The Library expects all staff and patrons to comply with all relevant State of Michigan Executive Orders and regulations as well as directives from the Barry-Eaton Health Department. Patrons or staff unwilling or unable to comply may be asked to leave the library unless the patron or staff have a disability that requires accommodation that cannot be otherwise addressed. The library will endeavor to assist such patrons or staff as much as possible without putting other staff or patrons at risk.
 - a. Patrons or staff asked to leave the library building shall do so, but such patrons have the right to appeal the exclusion decision by contacting the Library Board of Trustees.
 - b. Appeals should be sent in writing to gladlboard@gmail.com or mailed to the library ATTN: Library Board of Trustees.
9. If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall be determined by the President of the Board of Trustees, which shall apply until such time as the Board of Trustees shall meet or the Library Director becomes available.

Adoption: June 24, 2020

Amended: November 24, 2020