

BOISE PUBLIC LIBRARY BOARD OF TRUSTEES

March 16, 2020, Meeting Packet Cover Page

AGENDA

SUPPORTING DOCUMENTS

- Boise Public Library Policy Review: Section 3.00, Services, Subsection 3.06
 - Policy Review Coversheet
 - Policy 3.06, Unscheduled Closures/Cancellations

Agenda



BOISE PUBLIC LIBRARY

MAYOR: Lauren McLean | INTERIM DIRECTOR: Kristine Miller

Boise Public Library Board of Trustees Special Meeting Agenda

Monday, March 16, 2020, 11:30 a.m. • Simplot Room, Main Library
715 S. Capitol Blvd., Boise, ID 83702

<p>BOARD OF TRUSTEES Margo Healy, President Tonya Westenskow, Vice President Dwayne Carver Sonia Galaviz Phil Magnuson Daisy O’Sullivan, Youth member Aleky Tanikella, Youth member</p>	<p>MISSION The Boise Public Library improves community members’ quality of life by supporting their efforts to enhance knowledge, realize creative potential, and share ideas and stories.</p>
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AGENDA

1. Call to Order and Introductions
2. New Business
 - a. Boise Public Library Policy Review:

Section 3.00, Services, Subsection 3.06-Action Item

Staff will present to the Trustees policy 3.06, Unexpected Closures/Cancellations. A motion to approve, revise, or reject the addition of policy 3.06 of the Boise Public Library policy manual will be requested.
3. Adjourn

Any person needing special accommodations to participate in the above notice meeting should contact the library administration office at 208-972-8258 no later than three working days before the scheduled meeting.

MAIN LIBRARY
715 S. Capitol Blvd., Boise, Idaho 83702
P: 208-972-8200 | TDD/TTY: 800-377-3529

LIBRARY! AT
BOWN CROSSING
P: 208-972-8360

LIBRARY! AT
COLE & USTICK
P: 208-972-8300

LIBRARY! AT
COLLISTER
P: 208-972-8320

LIBRARY! AT
HILLCREST
P: 208-972-8340

BOISE CITY COUNCIL: Elaine Clegg (President), Holli Woodings (President Pro Tem), Patrick Bageant, Lisa Sánchez, Jimmy Hallyburton, TJ Thomson

BOISEPUBLICLIBRARY.ORG

Supporting Documentation

Boise Public Library

Policy Review March 16, 2020

Policy items reviewed and presented are as follows:

SECTION 3.00, SERVICES

- Policy 3.06, Unscheduled Closures/Cancellations

Staff Recommendations:

Policy 3.06 is presented to the Trustees for review. Staff recommends the addition of this policy which requires the Board's approval.

Document Type: Policy
Number: 3.06
Effective:
Revised:

UNSCHEDULED CLOSURES/CANCELATIONS

While every practical effort will be made to adhere to scheduled hours of operation and programming, circumstances occasionally arise that require unscheduled closures and/or reduced or canceled service offerings in order to preserve the safety and well-being of Library patrons and staff.

The Library may cancel scheduled programming, reduce regular hours of operation (open late/close early), cancel meeting room reservations and/or completely close one or more of its physical locations in the event of:

- Severe weather conditions or natural disasters that make travel exceptionally hazardous, result in an insufficient number of available staff, prevent safe maintenance of Library walkways and parking lots, or that otherwise similarly impair safe and responsible operations;
- Building safety issues such as prolonged power outages, failure of a building heating or cooling system, gas leaks, water problems or other conditions at a Library location that impairs safe use and operation of the facility;
- Request for closure by local, county or state law enforcement agencies; or
- Other seriously unsafe or unhealthy condition that impairs safe and responsible use and operation of a library facility.

The Board of Trustees delegates the decision to cancel programming and/or close facilities for any of the above reasons to the Library Director. The Library Director, or designee in the event of the Director's unavailability, will make such decision in his/her discretion and after consultation with the Board President. If the Board President cannot be reached, then consultation shall be had with the Board's Vice President. If neither can be reached within 1 hour, then the Library Director or Director's designee shall proceed with a decision and thereafter notify the Board of Trustees as promptly as reasonably possible.

When a decision is made to cancel programming and/or close a facility for any of the reasons stated above, notification of the cancelation and/or closure should be made by posting physical notice at the affected facility's main entrance and posting electronic notice on social media. Notice may also be provided through a Library telephone recording and by advising local media outlets.

Library loan periods will be extended in the event of an unscheduled closure such that materials due on a day of unexpected closure will be considered due the next day that the Library is open for operation.