

Public Health Emergency Policy

The Dobbs Ferry Public Library (the "Library") has established this policy to follow in the event of a public health emergency such as a pandemic, epidemic, or localized outbreak of contagious disease.

1. The Library will close due to a public health emergency in the event that there is a mandate or recommendation for closure issued by public health or government officials on the local, county, or state level. The Library Board of Trustees retains the right to close the Library in a public health emergency, even in the absence of such a mandate or recommendation.
2. The Library Director is empowered to reduce opening hours, limit service -- including but not limited to canceling programs, events, and meeting room reservations -- and suspend Library policies for up to three (3) days without approval of the Board of Trustees. Any changes to the foregoing lasting more than three (3) days shall require approval of the Board of Trustees.

Except in the event of a government mandate, closure of the Library requires a vote of the Library Board of Trustees. In the event of a closure, items will be checked into amnesty mode to waive late charges at least until the Library reopens and the Director, in consultation with the Board of Trustees, determines it is safe for the Library to accept materials.

3. In the event that any Dobbs Ferry public school is closed due to confirmed cases of illness, the Library may choose to remain open unless one of the aforementioned requirements for closing are also met.
4. Given that effective communication regarding any reduction in services or open hours is of the utmost importance, Library staff will, in a timely manner, post information about change in services or hours on the Library website, social media sites, on the Library doors, and in the mayor's newsletter.
5. If reduced staffing, hours of operation, or services are required, Library staff shall perform priority responsibilities that have the most direct impact on patrons prior to any other work tasks. The Library Director shall determine priority responsibilities.
6. Library staff will be provided with personal protective equipment (PPE) and cleaning supplies appropriate to the nature of the emergency.
7. Recommendations issued by public health officials for disinfecting and/or cleaning protocols will be followed as closely as possible.
8. 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 delegated to Librarian II. In the event this provision conflicts with a Chain of Command policy, the Chain of Command policy will control.
9. Authority to reopen the Library is reserved to the Board of Trustees.