

Cook Memorial Library

V. C. 2. a. Pandemic Meeting Room Use Policy (Adopted 10/12/2020)

The following regulations are in addition to and/or replace regulations of the Meeting Room Use Policy (see Appendix A) during the COVID-19 pandemic and will take effect on Tuesday, October 13, 2020. This policy will remain in place until the Board of Trustees votes to lift all of the library's COVID-19 restrictions and policies. If at any point there is a library closure due to current conditions of the pandemic (see Pandemic Policy, Appendix B), the meeting room will not be available for use, and scheduled meetings will be cancelled.

Rules and guidelines for meeting room use

- The only meeting room available for public meetings is the large downstairs meeting room
- Maximum 10 people allowed at a meeting
- No food or drink to be served (participants can bring their own water bottles)
- Masks must be worn during meetings
- A minimum of six feet social distance shall be observed; chairs should be spaced accordingly (floor tiles are one foot square and can serve as a guide)
- All meeting room attendees must answer "NO" to each of the following health screening questions (also used for screening library staff and volunteers) before entering the library for a meeting:
 1. Have you been in close contact with a confirmed or suspected case of COVID-19?
 2. Have you traveled in the past 14 days: internationally; by cruise ship; or domestically outside of New England?
 3. Have you had a fever or felt feverish in the last 72 hours?
 4. Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
 5. Are you experiencing any new muscle aches or chills, or severe fatigue?
 6. Are you experiencing any GI symptoms such as nausea, vomiting, or diarrhea?
 7. Have you experienced any new change in your sense of taste or smell?

In addition, we ask that:

- Meetings are scheduled during library hours
- Attendees enter through the main door of the library; there is a lift available for those who need it
- If furniture other than chairs is to be moved, that meeting organizer checks with Library Director or staff member first
- If group will need to use library equipment like the projector or conference camera, meeting organizer will let Library Director or staff member know ahead of time, as well as if assistance will be needed to set it up

- If window is opened, that it is closed and secured before group leaves the building; ask for staff assistance if necessary
- Meeting organizers maintain a list of attendees in case it will be needed for contact tracing purposes

Meeting organizers are asked to provide the following information to Library Director before their meeting:

- Number expected to attend
- That these meeting room use rules and guidelines have been or will be shared with all attendees ahead of time

Information to share with meeting attendees:

- Rules and guidelines listed above (available as a handout or email attachment)
- Include on meeting attendee handout: *Remember as you are leaving the meeting that the upstairs library may be at capacity due to pandemic-related restrictions. Please check in with a librarian after your meeting before staying to visit the upstairs library.*
- The library's restrooms are equipped with sanitizing wipes and touchless soap dispensers
- The meeting room is equipped with an air purifier that exchanges the air in the room 5 times per hour [on order, expected delivery October 23, 2020]

Appendix A.

IV. C. 2. Meeting Room Use Policy (Revised 3/12/12, reviewed 3/12/2018)

Introduction

Cook Memorial Library provides meeting rooms to individuals and groups as part of its mission of service. Article VI of the American Library Association Bill of Rights states that such facilities should be made available “on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting them.” Use of a meeting room does not imply that the library staff or Board of Trustees endorses or advocates the viewpoints of meeting room users.

All meetings held at the library must be free and open to all.

The library has three meeting rooms available for public use. All are accessible to people with disabilities. The Front Room on the upper level seats up to 25 people. One room on the lower level seats 55 people, and tables can be set up for workshops. The other room on the lower level seats 10 people around a large table. See below for available appliances and audio visual equipment. Room descriptions are at the end of this document.

Types of Meetings or Events

- Library sponsored programs and meetings. These have priority over outside requests for space.
- Educational and cultural programs and meetings of Tamworth non-profit organizations.
- Events and meetings of a commercial or private nature to be determined depending on the circumstances.

Reservations

Space is reserved through a library staff member on a first-come, first-served basis. Two weeks' notice is suggested. An adult must request the space and be present during the meeting when the group consists of minors (one adult per 15 minors).

Applicants must complete a reservation form available at the main circulation desk. The form may also be downloaded from the Cook Memorial Library website.

Cancellations should be received by the library staff no less than 48 hours in advance. Failure to notify the library of a cancellation twice may result in the loss of meeting room privileges.

The library retains the right to cancel a group's reservation with little notice due to the library closing for adverse weather conditions. For other cancellations, every effort will be made by library staff to give as much notice as possible.

Availability

Space can be requested for use at any time. If the library is closed, the group using the space must have a responsible person who will come in to learn the security and clean-up procedures in advance of the meeting, during open hours.

Fees

Fees are charged only to private and commercial groups. Consult the Conditions section regarding use of library space by private and commercial groups. The library Trustees have established fees for renting meeting room space to private and commercial groups. Fees are paid when the room reservation form is given to the library staff.

- Fee for Front Room for Private and Commercial Groups is \$10 per hour with a three-hour minimum.
- Fee for Lower Level Room for Private and Commercial Groups is \$20 per hour with a three-hour minimum.
- See the Available Equipment section for fees regarding their use.

Conditions

Any failure to observe the following conditions will result in the suspension of meeting room privileges. These conditions apply to both non-profit and commercial or private meeting groups.

- All meetings must be open to the public. Non-members and library staff may enter your meeting; such persons may be informed of the nature of the meeting and may not be excluded if they wish to remain.
- No worship services may be conducted on library property.
- No admission fee may be charged for any meeting.
- Organizations may collect dues at a meeting, but cannot make payment of dues a requirement for attendance at a meeting. A free-will donation box may be placed by the door.
- No petitions may be circulated outside the meeting room, or left in the library. Library patrons may not be approached with petitions.
- Library staff is not available to assist in rearranging seating, carrying supplies, running AV equipment during meetings, serving food or cleaning up afterward. A group member must receive training in advance of the meeting.
- Organizations meeting in the library may not use the library as a mailing address. The library will not provide storage for the property of any group without special arrangement.
- The library telephone number may not be used on publicity for the event, nor can library sponsorship be implied in publicity for the meeting. The posting of any directional signs can be done only with the permission of the library staff. The posting of any items on wall space can be done only with the permission of the library staff. No tacks, nails, or tape may be used on walls.
- Meetings which interfere with library work and activities due to noise and other factors will not be permitted. Children under age 8 must be supervised at all times.
- Alcohol and smoking are not permitted. Light snacks and beverages are permitted. No pets are allowed except for service animals. The telephone is available only for emergencies.
- The lot behind the town offices should be used for meeting parking.
- Failure to turn down the heat may result in a fuel charge to the group. The library is not open on a daily basis and it is possible heat could be left on for more than two days in an empty building.

The library Trustees reserve the right to modify any element of the meeting room use policy at any time.

Group Responsibilities

The group must select one person to be responsible for seeing that the group abides by library policies and procedures. This person must sign the reservation form and will be the liaison between the group and the library. This person will be responsible for seeing that the

group follows all security and cleanup procedures. At the conclusion of the meeting, the liaison will complete the meeting room use evaluation form and leave it on the meeting room table.

This person will report any difficulties with library property and appliances to the Library Director. For the purpose of library reports on the use of the building, this person will report the number of people attending the meeting to the library staff. Every group must abide by the conditions listed in the previous section. Two infractions may result in loss of meeting room privileges.

Liability

Groups using meeting rooms are responsible for reimbursing the library for any damage that may occur to library property or equipment. The library is not responsible for lost or stolen articles, damage to personal property, or bodily injury while on library premises.

Appendix B.

V. F. Pandemic Policy (Adopted 4/27/2020)

I: Purpose

To establish the protocol to be used in the event of a pandemic. If there is a serious infectious disease outbreak, the library may be required to operate on limited staffing or take unique measures to help slow the spread of the illness, including service restrictions, limited hours of operation, or possible closure by order of local public health or state officials. Recovery from a pandemic may be slow, as compared to a natural disaster or other physical crises. It is important to ensure that core business activities of the library can be maintained for several weeks or more with limited staff and reduced hours due to a pandemic.

II: Definitions

Pandemic Policy A pandemic policy differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin rebuilding, almost immediately after the event or crisis (such as after a fire or storm, or if there is a utility shortage). If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, and hours may be necessary for an extended period of time.

Pandemic A pandemic is the worldwide spread of a new disease. (World Health Organization <https://www.who.int>)

Appropriate Staffing Level For the purposes of this policy, Appropriate Staffing Level refers to the minimum number of qualified staff necessary to provide service safely and efficiently, as determined by the Library Director or his/her designee.

III: Library Closure

Public Health Mandate

The Cook Memorial Library will close due to pandemic in the event of a mandate order or recommendation for closure issued by public health or government officials on the local, county, or state level. In the absence of a mandate the Board of Trustees shall have the discretion to close the Cook Memorial Library building to protect the public and the staff while striving to provide services creatively and remotely as reasonably possible.

Discretionary Service Level Changes

At the discretion of the Library Director, the Library may close, reduce its operating hours, or limit services temporarily in the event that there is not sufficient staff to maintain appropriate staffing levels or if unable to maintain adequate social distancing for health and safety.

In the event of closure or reduction in operating hours, the Library Director or designee shall maintain communication with staff, Library Board of Trustees, and the Selectmen's Representative to the Board of Trustees.

IV: School Closure Due to Pandemic

In the event that the School Administrative District (S.A.U.) 13 closes its schools due to pandemic illness, the Board of Trustees shall decide whether the Library will be closed for the same amount of time. If none of the aforementioned requirements for closing (see III. Library Closure) are also met, the Board of Trustees shall decide whether to offer reduced hours and services, whether to limit the number of patrons allowed into the building at one time, and whether to cancel library programs, special events, and meeting room reservations.

V: Staffing

Minimum staffing level for a temporary period of time is defined as two healthy employees available to be present at the library during all open hours with a maximum 8 hour workday and 35 hour work week per full-time employee, and no more than 20 hour work week per part-time employee. An inability to maintain this temporary minimum level will result in reduced hours or closing the library.

In providing service safely and efficiently, the following actions may be taken at the discretion of the Library Director or designee.

- Increased health/safety measures for staff (e.g., monitoring staff health before working, wearing of gloves, wiping down work areas, etc.);
- Restricted access to areas in the library (e.g., closing floors or unmonitored areas for safety);
- Social distancing practices in public areas;
- Reduction of open hours;
- Cancellation of all programs, special events, and meeting room reservations;
- Reallocation of employee responsibilities and shift/schedule changes to provide coverage during open hours;
- Closure of the library.

If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the established Personnel policy. In the event of closure, employees shall be compensated for their regularly scheduled hours. In the event of long-term closure lasting more than one month, Library Trustees, at a regular or special meeting, may review staffing in response to budgetary constraints caused by the pandemic.

If the Library is closed or hours reduced, healthy employees may be assigned work-at-home tasks to be completed in their compensated hours. When appropriate, work tools (e.g., laptops, supplies, etc.) will be checked out to employees by the Library Director or designee for work-at-home assignments.

VI: Communication

In the event of closure necessitated by pandemic, effective communication about any reduction in services or open hours must be announced in a timely manner. Library staff should follow the normal procedure used for any unexpected closure/program cancellation, which includes posting on wmur.com, Facebook, the Tamworth Exchange, and the library website.

VII: Prioritization of Services

Priority will be given to the following essential services:

- Information services for the public, both in-person and online;
- Payroll;
- Accounts Payable;
- Facility Maintenance.

In the case of reduced staffing or reduced hours of operation, the Library Director or designee will prioritize service-related tasks and assign the daily work plan to staff.