

Jemez Springs Public Library Pandemic Policy

This policy shall override existing policies where necessary in the event of a pandemic. In the event additional policy change is required while review by the Library Board* is not possible, the Library Director and Mayor will establish new interim policy, followed by review as soon as possible.

The library strives to maintain a safe and secure environment for its patrons and staff. In pursuit of this objective, methods of operation may change in order to respond to conditions presented by pandemic events. Modified operational procedures shall be developed based on the best information available and within municipal, county, state, and federal laws, orders, ordinances and any other legal bounds. The Library Board will assist, if practical, by reviewing any new procedures.

Guidance for developing library specific procedures will be sought via the best available library sources and may include New Mexico State Library (NMSL), New Mexico Library Association (NMLA), American Library Association (ALA), Institute of Museums and Library Services (IMLS), and Association for Rural & Small Libraries (ARSL) and others. Guidance for best practices for responding to general pandemic conditions will be sought from the best available sources which may include the New Mexico Department of Health (NMDOH), Center for Disease Control (CDC), Occupational Safety and Health Association (OSHA), and Environmental Protection Agency (EPA) and others.

Operational changes may result in, but are not limited to, temporary or long-term:

-) Closure or partial closure of the library building
-) Curtailed library services
-) Staff conduct requirements to mitigate spread of disease (governed by Village of Jemez Springs)
-) Reduction or increase in staffing requirements (governed by the Village of Jemez Springs)
-) Changes in ability to adhere to preexisting Library/Village policies
 - o Video Surveillance Policy (Library)
 - Video footage may be reviewed by library staff for contact tracing or other disease mitigating purposes.
 - o Code of Conduct Policy (Library)
 - Patron conduct requirements may change based on requirements by the NMDOH to mitigate spread of disease or otherwise preserve health & safety.
 - o Circulation Rules/Policies (Library)
 - Circulating library materials may require different rules to best protect patrons and staff.
 - o Library Board Bylaws (Library)

- In order to comply with the Open Meetings Act the normal posting procedures for meetings may be adjusted. Meetings may not be held in person but the public must be able to attend.
- Conference Room Use (Village)
 - Use is governed by the Municipal Office but closure/change in the rules for use may be required in a pandemic.

All policy and procedural changes shall be developed with the intent of preserving community health and safety to the best of our ability. Maintaining future viability of the library to continue to serve the mission is a secondary goal.

*Reference Library Resolution 473, December 2013 which give the Library Board the power to create Library bylaws, rules & procedures.

Adopted by the Jemez Springs Public Library Board: June 9, 2020

Copy Provided to Village Council