

## ST. CATHARINES PUBLIC LIBRARY BOARD

### POLICY

<b>Section:</b> General <b>Number:</b> G06	<b>Subject:</b> Facilities Closing	<b>Motion#:</b> 1993-97 2022-21
<b>Policy Level:</b> Library Board	<b>Author:</b> Business Administrator	<b>Review:</b> 4 years
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<b>Notes:</b> Approved at the Board Meeting of December 16, 1993 Amended at the Board Meeting(s) of: February 17, 2022.		

### POLICY STATEMENT

The mission of the St. Catharines Public Library (the Library) is to provide spaces, resources, and experiences for all citizens to learn, grow, and connect. As such, the Library endeavors to be open during regular hours of operation whenever possible. The purpose of this Policy is to allow for timely and appropriate decision making for closing Library facilities in order to protect the safety of customers and staff.

### Definitions

Board Chair - the Chair of the Board, or a Vice-Chair of the Board in circumstances where the Chair is not available.

Chief Executive Officer (CEO) - chief librarian appointed by the Board, or their designate, as applicable.

Emergency - a present or imminent event or circumstance that (a) is caused by accident, fire, explosion, technical failure, infectious disease outbreak/pandemic, war, riot, terrorism, or the forces of nature, and (b) requires prompt action to protect the health, safety or welfare of a person or to limit damage to property. Emergencies may range in scope from individual branch flooding caused by a burst water pipe to an earthquake that results in a government-declared state of emergency.

System-wide closure - closure of all or a majority of the Library's physical locations to the public for any period.

Temporary closure - closure for a finite period, where the Library fully intends to reopen as soon as feasible, and maintains the annual operating budget associated with the location.

Inclement weather - a potentially dangerous weather condition, particularly a severe winter storm or blizzard.

## **Regulations**

The CEO or designate have the authority to close Library facilities in the event it becomes necessary. This may include but is not limited to the following:

- Inclement weather
- Security incident (e.g.: lock-down, shelter in place)
- Significant facility maintenance or repair issue
- Emergency (e.g.: fire)
- Pandemic and health related restrictions

## **Procedural Guidelines**

### **1. Temporary System-wide Closure**

- 1.1. Emergencies may arise in which a rapid system-wide closure is needed to ensure the health and safety of Library staff, customers, or the general public. Emergencies may or may not be accompanied by a government declaration of a state of emergency.
- 1.2. Decisions about which locations will remain open, if applicable, will consider community impacts, usage trends, accessibility, geographical distribution, and the ability of the facility to offer a broad range of services.
- 1.3. During an Emergency, the Board delegates to the CEO the authority to determine whether a temporary system-wide closure is necessary and to implement this decision. Prior to exercising this authority, the CEO will consult with the City of St. Catharines as appropriate, and will make reasonable efforts to consult with the Board Chair.
- 1.4. If a system-wide closure is required as a result of a government order or in other circumstances where the Library is required by law to close its facilities, the CEO will implement the closure for the duration required and will inform the Board as soon as possible. The prior consultation requirements set out in section 1.3 of this policy do not apply to a system-wide closure necessitated by government order or by law.

### **2. Temporary Closures of Individual Locations**

The CEO has the authority to temporarily close individual locations as required for location-specific emergencies, and for operational reasons related to facilities maintenance, health and safety, security, and inadequate staffing. The CEO will promptly inform the Board of any such closures.

### **3. Procedures and Communication**

The CEO or designate will have procedures in place for closing the Library related to likely events. The procedures will include notifications and communication that needs to occur including with the Board of Directors and the City.

## **Implementation**

The Policy shall be implemented by the CEO or designate.