

Lisle Free Library
Daily Operations
Policy 1-A “Patron Code of Conduct” COVID-19 Addendum

Effective Date: 8/3/2020

Application: Trustees, Staff, Patrons

Statement of Purpose: The Lisle Free Library is committed to serving its community even during challenging times. The year 2020 has brought unprecedented challenges to our nation, state, and area of service. To continue serving our patrons during this difficult time, while placing the health and safety of our community at the forefront, the Library Board of Trustees has adopted the below Safety Practices Policy.

The Board’s authority to adopt these measures is found in our charter, bylaws, New York Education Law Sections 255, 260, 226, 8 NYCRR 90.2, and Article 2 of the not-for-profit corporation law. We also consider it our duty to develop these measures to keep our services accessible at this time.

Staff at the Lisle Free Library have the authority to enforce these measures like any other of the Library’s Rules. Concerns about this policy should be directed to the Library Director. Thank you for honoring these measures, which are designed to keep our community safe, while allowing access to the library.

Policy:

- A. Safety Practices - The Lisle Free Library operates per relevant law and Executive Orders, including those pertaining to mandatory workforce reductions. Therefore, the temporary practices in this Policy may be further modified as needed to conform to relevant Orders.
- B. Activities - Until this policy is revoked by Board vote, the Board reserves the right to limit the number of people in the building, permissible activities on Library property (such as computer use, technology services, and/or the use of the Library as a meeting space), or any other factors that may compromise the health and safety of the Library’s staff and patrons.
- C. Safety Practices - Until the board votes to revoke this policy, the library will require all people on the premises to abide by the following safety practices:
 - 1. Wear an approved face covering
 - 2. Maintain a minimum six foot distance from all other patrons and staff members
 - 3. Handle as few circulation items and other surfaces as possible
- D. ADA - In the event any safety requirement is not practicable on the basis of a disability, please contact the Library Director to explore a reasonable accommodation.

- E. Communication - To aid the community in honoring these requirements, the Library will transmit this policy through social media, and use a variety of health authority-approved, age-appropriate, multi-lingual and visual means to transmit this message in a manner consistent with our mission and our identity as a welcoming and accessible resource to the community.

All limitations and restrictions imposed by the Board under the authority of this policy will be openly communicated with signage on the premise and posted on the Library's website.

- F. Code of Conduct - Adherence to these practices shall be enforced as a requirement of the Library's Code of Conduct until such time as this policy is revoked.

Responsibility: Library staff is responsible for the enforcement of the "Code of Conduct" policy.

Approved: 8/3/2020 by the Lisle Free Library Board of Trustees