

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT  
413 N. MILWAUKEE AVENUE  
LIBERTYVILLE, ILLINOIS 60048**

October 12, 2021

Special Board Meeting  
6:30 p.m.

A special meeting of the Board of Library Trustees of the Cook Memorial Public Library District scheduled for Tuesday, October 12, 2021 will be held in the Meeting Room at the Cook Park Library, 413 N Milwaukee Ave, Libertyville, Illinois.

1. Call to order.
2. Roll Call.
3. Public Comment.
4. Closed Session as Permitted by (5 ILCS 120/2c-1), Discussion on the Selection of a Person to Fill A Public Office
5. Appointment of Trustee to fill Vacant Seat.
6. Review and Discussion of Library Policies
  - a. Victims' Economic Security and Safety Act (VESSA) Policy
  - b. Use of the Library
  - c. Workplace Violence Policy
  - d. ADA Compliance
  - e. Elections
  - f. Records of Secretary
  - g. Bloodborne Pathogens
  - h. Telecommuting
7. Upcoming Meetings and Events.
  - a. Regular Board Meeting on Tuesday, October 19, 2021 at 6:30 p.m. at the Aspen Drive Library.
  - b. Building and Grounds Committee Meeting on Tuesday, October 26, 2021 at 6:30 p.m. at the Cook Park Library.
  - c. Finance and Employee Practices Committee Meeting on Tuesday, November 2, 2021 at 6:30 p.m. at the Aspen Drive Library.
  - d. Technology Committee Meeting on Tuesday November 9, 2021 at 6:30 p.m. at the Aspen Drive Library.

8. Adjournment.

Wendy Vieth, President  
Board of Library Trustees

October 6, 2021

*Any person needing an accommodation for a disability in order to attend a meeting at the Library should contact the Administration Office by telephone at (847)362-2330, by email at [ADA@cooklib.org](mailto:ADA@cooklib.org) or in writing, not less than five (5) business days prior to the meeting.*



# Cook Memorial Public Library District

## SPECIAL LIBRARY BOARD MEETING / POLICY WORKSHOP AGENDA SUPPLEMENT

MEETING DATE: October 12, 2021

FROM: David Archer, Library Director

AGENDA ITEM: Review and Discussion of Library Policies

---

Please find the following policy revisions attached for your review:

1. Victims' Economic Security and Safety Act (VESSA)  
Revised by legal counsel to be in compliance with H.B. 3582 which amends VESSA to include that victims and family members of victims of violent crimes are subject to the provisions and protections regarding unpaid leave and prohibited discriminatory acts. Previously, VESSA only protected victims and family members of domestic violence, sexual violence, and gender violence victims.
2. Use of the Library  
Entire Policy reviewed by legal counsel with minor revisions in most areas. More substantial revisions were made to Article V, Notary Services. Based on legal counsel's recommendation to reduce liability for the Library, additional documents that Library Notaries are unable to notarize have been identified. Additionally, language has been added establishing that individuals using Library notary services must agree to hold the Library Notary and CMPLD harmless from and against any and all claims and damages arising out of and resulting from any and all errors and omissions. The Library has \$2 million in Errors and Omissions coverage annually in our insurance policies through LIRA.

New section - Article X, Photography and Video – was added upon recommendation by legal counsel
3. Workplace Violence  
Reviewed previously by Board at March 9, 2021 Policy Workshop. Trustees deferred approval until legal counsel reviewed whether policy should address off-site services and online or digital threats. Legal counsel has added this language.
4. ADA Compliance  
Reviewed and revised by legal counsel to include adding language excluding emotional support animals. Emotional support animals provide comfort or companionship and are excluded from protection under the ADA as well as Illinois law. However, trained service animals which may service psychological or psychiatric disabilities are protected.
5. Elections  
Reviewed by legal counsel with minor revisions.

6. Records of Secretary

Reviewed by legal counsel with minor revisions.

7. Bloodborne Pathogens

Reviewed by legal counsel with minor revisions.

8. Telecommuting

This new policy was approved at the August 2020 board meeting and is included in tonight's packet for your review. The Policy was initially drafted by HR Source and subsequently revised by library legal counsel. The Policy allows employees to telecommute intermittently or for an agreed number of hours or days per week if their supervisor and/or Library Director determine that the position and the nature of the job responsibilities are suited for remote work.

Permission to telecommute is solely at the Library's discretion and can be withdrawn at any time. Generally, no position exceeds 20% in remote work, with exceptions made related to COVID-related circumstances.

Here is the process recommended by legal counsel for the review, revision and approval of library policies at Workshops:

1. Staff and/or library legal counsel present proposed changes to existing policies. The Board President will poll Trustees to determine support of these changes for each policy. If a majority approve of the changes, the policy is drafted with the updated language for approval at a future regular board meeting
2. Trustees may propose additional revisions to each policy. The Board President will poll Trustees for each revision proposed to determine support. If a majority approve of a revision, the policy is drafted with the updated language for approval at an upcoming regular board meeting.
3. At an upcoming regular board meeting, Trustees will consider approval for each of the revised policies by resolution.

## VICTIMS' ECONOMIC SECURITY AND SAFETY ACT POLICY

The Cook Memorial Public Library District ("Library") complies with and supports the Victims' Economic Security and Safety Act ("VESSA") (820 ILCS 180/1), with amendments to expand its provisions.

### Article I      Definitions.

- A. "12-Month Period" means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day or partial leave day taken;
- B. "Family or Household Member" means a spouse, **[or party to a civil union,] domestic partner, parent, [grandparent, son or daughter, grandchild, sibling or any other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a son or daughter, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee,]** ~~son, daughter,~~ and persons jointly residing in the same household;
- C. "Parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child;
- D. "Son or Daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability;
- E. "Domestic Violence, Sexual Violence or Gender Violence" means domestic violence, sexual assault, gender violence or stalking;
- F. "Domestic Violence" means abuse, as defined in Section 103 of the Illinois Domestic Violence Act of 1986, by a family or household member, as defined in Section 103 of the Illinois Domestic Violence Act of 1986;
- G. "Sexual Assault" means any conduct proscribed by: (i) Article 11 of the Criminal Code of 2012 except Sections 11-35 and 11-45; (ii) Sections 12-13, 12-14, 12-14.1, 12-15, and 12-16 of the Criminal Code of 2012; or (iii) a similar provision of the Criminal Code of 1961;
- H. "Gender Violence" means one or more acts of violence or aggression satisfying the elements of any criminal offense under the laws of the State of Illinois that are committed, at least in part, on the basis of a person's actual or perceived sex or gender, regardless of whether the acts resulted in criminal charges, prosecution, or conviction;

**I. “Crime of Violence” means any conduct proscribed by Articles 9, 11, 12, 26.5, 29D, and 33A of the Criminal Code of 2021 or a similar provision of the Criminal Code of 1961, in addition to conduct proscribed by Articles of the Criminal Code of 2012.]**

Article II Statement of Policy.

Eligible Library employees are entitled to use unpaid **[VESSA]** ~~victims’ economic and security and safety~~ leave for up to twelve (12) work weeks per 12-month period for any one or more of the following reasons:

- A. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic **[violence]**, sexual **[violence,]** ~~or~~ gender violence **[or any other crime of violence]** to the employee or the employee’s family or household member;
- B. Obtaining services from a victim services organization for the employee or the employee’s family or household member;
- C. Obtaining psychological or other counseling for the employee or the employee’s family or household member;
- D. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee’s family or household member from future domestic **[violence,]** ~~or~~ sexual violence~~[,]~~ ~~or~~ **[gender violence or any other crime of violence or]** ensuring economic security;
- E. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee’s family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic **[violence]**, sexual **[violence,]** ~~or~~ gender violence **[or any other crime of violence]**.

Article III Coverage and Eligibility.

Both full and part-time employees are eligible to apply for this leave.

Article IV Intermittent or Reduced Leave.

An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule.

Article V Substitution of Paid Time Off/Family/Medical Leave.

- A. Leave under this policy is unpaid; however, an employee may elect to substitute accrued paid vacation, sick or personal time for an equivalent amount of ~~victims' economic security and safety~~ **[VESSA]** leave. Such substitution will not extend the total amount of allowable leave beyond twelve (12) workweeks;
- B. When the employee's need for the leave also qualifies as family/medical leave pursuant to the Family and Medical Leave Act (FMLA), FMLA leave will run concurrently with leave taken pursuant to this policy.

Article VI Notice Requirement.

Notice is required 48 hours in advance to the Library in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.

Article VII Certification.

- A. For leaves taken pursuant to this policy, the employee may be required to submit a certification demonstrating the need for the leave. The certification must be provided by the employee as soon as reasonably possible, but in most cases, within 15 days after requested;
- B. The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:
  - 1. Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic or sexual violence and/or its effects;
  - 2. A police or court record;
  - 3. Other corroborating evidence.
- C. All documentation related to the employee's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.

Article VIII      Effect on Benefits.

- A. An employee granted a leave under this policy will not lose any benefits accrued prior to the taking of the leave, but is not entitled to seniority or benefit accrual during the leave period.
- B. An employee granted leave under this policy will continue to be covered under the Library's health insurance and welfare plans under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. Any required employee contributions will be either through payroll deduction or by direct payment to the Library. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. Employee contribution amounts are subject to any change in rates that occurs while the employee is on leave.
- C. If an employee's contribution is more than 30 days late, the Library may terminate the employee's insurance coverage.
- D. If the Library pays the employee contributions missed by the employee while on leave, the employee will be required to reimburse the Library for delinquent payments (on a payroll deduction schedule) upon return from leave.
- E. If the employee fails to return from unpaid leave pursuant to this policy for reasons other than (1) the continuation, reoccurrence, or onset of domestic **[violence] ~~or~~ sexual violence[, gender violence, or any other crime of violence]** that entitles the employee to leave; or (2) circumstances beyond the employee's control (certification required within a reasonable period of time as to the reason the employee is unable to return), the Library may seek reimbursement from the employee for the portion of the health insurance premiums paid on behalf of the employee (also known as the employer contribution) during the period of leave.

Article IX      Job Protection.

- A. If the employee returns to work from a leave pursuant to this policy, the employee will be reinstated to his/her former position or an equivalent position with equivalent pay, benefits, status and authority.
- B. The employee's restoration rights are the same as they would have been had the employee not been on leave. Thus, if the employee's position would have been eliminated or the employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.



- C. If the employee fails to return from a leave pursuant to this policy, the employee will be reinstated to the employee's same or similar position, only if available, in accordance with applicable laws. If the employee's same or similar position is not available; the employee's employment may be terminated.

Article X Reasonable Accommodation.

- A. The Library will attempt to provide reasonable accommodations for persons who are entitled to protection under VESSA, unless such accommodations would impose an undue hardship for the Library.
- B. Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, or implementation of a safety procedure in response to actual or threatened domestic **[violence]**, sexual **[violence,]** ~~or~~ gender violence **[or any other crime of violence]**.
- C. A qualified individual **[who may be entitled to a reasonable accommodation]** is an individual who, but for being a victim of domestic **[violence]**, sexual **[violence,]** ~~or~~ gender violence or with a family or household member who is a victim of domestic, sexual or gender violence **[or any other crime of violence]**, can perform the essential functions of the employment position that such individual holds or desires.

---

Date

---

Secretary

Adopted: 12/16/03

Reviewed: 11/03/11

Revised: 04/19/16

Revised: 01/19/21

**[Revised: 10/19/21]**

## USE OF THE LIBRARY POLICY

### Article I General Guidelines.

State law (75 ILCS 16/1-10) empowers the Library Board of Trustees to adopt reasonable rules and regulations to render the use of the Cook Memorial Public Library District (“Library” or “CMPLD” or “District”) for the purpose of providing the greatest benefit to the greatest number of residents and taxpayers. The Board shall review this policy at least every two years. (75 ILCS 16/30-60)

### Article II Library Borrowing Privileges.

#### Section I Residents and Property Owners/Lessees.

Residents of the District and those who own or lease property within the District who have ~~subscribed to~~ [satisfactorily completed] the standard application and have presented identification will be issued library cards allowing them to borrow Library materials. They also may borrow material from libraries with which the District has reciprocal borrowing agreements and request materials through interlibrary loan. Library cards will be issued to residents age four through thirteen upon the signature of a parent or guardian. The signature of a parent or guardian acknowledges the responsibility of the signer for loss or damage of Library material loaned to the child and, further, attests to the fact that the Library is not responsible for restricting the exposure of the child to any material in the Library, except as provided for in the Electronic Information and Computer Systems Use Policy.

A child under the age of 18 with a library card may borrow any materials in the Library. However, a parent or legal guardian may restrict ~~his or her~~ [their] child or ward who is under 18 years of age from borrowing any visual media in the Library’s physical collection other than those in the Children’s or Family Film Collections. This restriction will be in writing on forms provided by the Library. When a child reaches the age of 18, the restriction will automatically be removed.

Library cards are valid only during the period of residency.

#### Section 2 Property Owners/Lessees Residing Outside of the District.

Library privileges are extended to nonresidents who, as an individual or as a partner, principal stockholder, or other joint owner, own or lease property that is taxed for library service or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the District, upon presentation of the most recent tax bill upon that taxable property or a copy of the commercial lease of that taxable property. (75 ILCS 16/30-55.60(3))

Section 3 Temporary Residents.

Temporary Residents of the District will be issued a temporary library card upon deposit of a fee at least equal to the cost paid by residents of the District, with the cost to be determined according to the formula established by the Illinois State Library (75 ILCS 16/30-55.60). Temporary resident status will be determined by providing proof of temporary residential address and a photo ID.

Section 4 Reciprocal Borrowers.

The Library offers borrowing privileges to registered patrons of any public library in Illinois or Wisconsin. The materials loaned and the conditions upon which they are loaned shall be determined by the Library Director.

Section 5 Nonresidents.

A nonresident is defined as any person residing outside of an area served by a public library in the State of Illinois. The Board has elected to participate in the State of Illinois' nonresident card program. (75 ILCS 16/30-55.60) Please contact the Library for eligibility information.

Article III Circulation Rules.

Section 1 Charges.

Library cards are issued free of charge. If a card is lost or badly damaged, a new one will be issued upon payment of a replacement charge to be determined by the Library Director. No charge shall be made for the circulation of any material owned by the Library or for any service provided by the Library to obtain material not owned by the Library. Charges imposed by agencies outside the Library may be passed along to library users on an individual basis.

Section 2 Conditions of Circulation.

The Library Director shall establish reasonable regulations governing:

- A. Which material shall or shall not be loaned.
- B. Number of materials loaned to any one patron.
- C. Loan periods necessary for the effective use of the Library's collections.
- D. Fines necessary to encourage the prompt return of materials, subject to Board approval. (ILCS 16/30-55.70)
- E. Replacement or repair charges for lost or damaged materials, subject to Board approval. (ILCS 16/30-55.70)

Section 3 Suspension of Borrowing Privileges.

Except in extenuating circumstances, the Library Director is directed to suspend borrowing privileges when a patron has:

- A. Outstanding fines of an amount established by the Library Director
- B. Unreturned materials for which a statement has been sent
- C. Established a delinquency at another library

Patrons will be reinstated after proper settlement has been made. (75 ILCS 16/30-55.70)

Article IV Information Services.

The Library provides high-quality information services to meet the educational, recreational, and lifelong learning needs of the community. For extensive research projects, library staff will direct patrons to likely sources of information.

Article V Notary Services.

The Library offers free limited notary services **[by appointment only]** for basic acknowledgement and affirmation of signatures to Library patrons. ~~Notary services may not be available at all times the Library is open to the public and notary service is not guaranteed. Patrons seeking notary service should call the Library prior to their visit to ensure a Notary is available. Notary services are a courtesy provided by the Library and not the Notary's primary duty; therefore, the Notary may ask the individual(s) to wait while the Notary tends to other Library business. Notary service is provided on a first-come, first-served basis.~~

Section 1 Scope.

The purpose of notarization is to prevent fraud and forgery. A notary acts as an official and unbiased witness to the identity of persons who come before the notary for a specific purpose. Notaries cannot provide legal advice or counseling regarding any documents. Notary service is not available for documents of conveyance of real estate, mortgages, other real estate loans, documents or transactions or property transfers, including but not limited to refinancing or other types of real estate loans, purchases, sales, beneficial interests in land trusts and deeds. **[Notary service is further not available for wills, living wills, living trusts, codicils or depositions as these types of documents can require technical or legal knowledge that is beyond the scope of this free service.]** In addition, Notaries cannot provide services for I-9 forms or serve as authorized representatives. ~~The Library is unable to provide witnesses and witnesses may not be solicited from Library patrons or staff members.~~

Section 2 Guidelines.

- A. Documents must be signed in the presence of a Notary. The Notary will only attest to documents signed in ~~his/her~~ **[their]** presence.
- B. Each person signing the document must be present for the Notary to notarize each individual signature.
- C. Documents must be completely filled out prior to presenting to the Notary, leaving no blank spaces other than where the individual will sign the document. Notaries may not notarize any document with blank spaces.
- D. Documents in any other language other than English will not be notarized by the Notary.
- E. This policy requires that the Notary and the individual seeking notarization be able to communicate directly with each other. The Notary is not permitted to make use of a translator to communicate with a notary service customer.
- F. A valid ID with a signature and photo is required so that the Notary can verify the identity of the person seeking notary services. The ID must be issued by a state or federal government agency and must bear the photographic image of the individual's face and signature. Examples of acceptable IDs are a valid (unexpired) state driver's license or ID card, a valid (unexpired) United States military ID, or valid (unexpired) passport. Examples of unacceptable IDs are Social Security cards, a United States passport card, or student IDs that do not bear a photograph and signature. Notaries reserve the right to refuse to sign any document that they deem questionable and/or may refuse to perform notary services when the identity of the person requesting notarization has not been positively established using acceptable ID.

**[G. Individuals with documents requiring witnesses, in addition to the individual's signature and notarization, must bring the required number of people willing to serve as a witness. Library staff are unable to be witnesses and witnesses may not be solicited from patrons using the Library. In order to serve as a witness, the witness must personally know the individual whose document is being notarized and must be in possession of valid photo identification.]**

- G. **[H.]** Notaries cannot sign government I-9 forms or provide an Apostille. An Apostille is a form that certifies the authenticity of a document that is issued in one country to be used and considered valid in another.
- H. **[I]** Illinois law does not authorize a Notary to certify copies of any document. Persons requesting certified copies of documents will be referred to the official who has custody of the original document or to the office where the document has been officially filed.



- I. [J] A notary commission is personal to the Notary Public. Library staff who serve as a Notary Public shall follow the Notary laws of the State of Illinois and must adhere to the highest standards of competence and responsibility in providing notary public services. Notaries will not provide service if the individual, document or circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt, or uncertainty for the Notary. In this event, the Notaries may at their sole discretion, decline to provide notary service.
- J. [K] Notaries shall correctly maintain a notary journal of all notarial acts they perform [at the Library].
- K. [L] The Library reserves the right to refuse notary service at any time.
- L. [M] In consideration of using the free notary services of the Library, the individual using Library notary services must [sign a Hold Harmless agreement] agree to hold[ing] the Library Notary and CMPLD harmless from and against any and all claims and damages arising out of and resulting from any and all errors and omissions in the terms and conditions incorporated in the documents executed by the individual and from and against any and all claims and damages arising out of or resulting from any dissemination, distribution and copying of communication in any form between the individual using notary services and any other person or entity by any unauthorized person or persons.

Article VI Electronic Information and Computer Use.

Library patrons using electronic information networks must do so within guidelines set forth in the “Electronic Information Networks and Public Library Computers Use Policy” and “Wireless Internet Access Policy.”

Remote access to electronic media is restricted to CMPLD cardholders.

Article VII Programs and Use of Technology Equipment and Electronics.

A variety of programs are offered both at the Library and at other sites within the District as a means of fulfilling the Library's mission. Programs and activities sponsored by the Library are scheduled based upon perceived needs and interests of the community. Presenters from for-profit organizations are not allowed to promote their products or services. Charges may be imposed to cover the costs of supplies, tickets or transportation. Authors are permitted to sell materials relating to their presentation. While most programs are open to CMPLD cardholders and non-cardholders alike, programs and activities may be limited at the discretion of the Library Director to CMPLD cardholders.

The Library provides a variety of technology equipment and electronics to help support patrons' educational, professional, and personal goals and endeavors. The Library Director shall establish reasonable regulations governing use of this equipment and electronics, including limited usage for non-CMPLD cardholders.

Policies related to children's programs and attendance are covered in the "Safe Child Policy."

#### Article VIII Use of 3D Printers.

The Library provides access to 3D printers to make three-dimensional objects using a design that is uploaded from a digital computer file. The Library's 3D printers may only be used for lawful purposes and may not be used to create weapons or material that is:

- A. Prohibited by local, state or federal law.
- B. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
- C. Obscene or otherwise inappropriate for the Library environment.
- D. In violation of another's intellectual property rights.

The Library Director shall establish reasonable regulations governing use of this equipment.

#### Article IX Teacher Services.

##### Section 1 Accounts for Teachers Teaching in District Schools.

Library accounts may be issued to persons teaching at schools located within the District as part of an agreement between the schools and the Library. These accounts are fine-free and entitle the borrower to an extended period on curriculum-related materials subject to the overall limitations placed on the collection.

##### Section 2 Borrowing Privileges for Teachers Not Teaching in District Schools.

Residents of the Library District who teach outside of it may request subject/genre collections to be prepared for them. Teachers who live and teach outside the District will be assisted like any other patron who is visiting the Library.

##### Section 3 Library Privileges for Homeschooling Families.

Homeschooling parents residing in the District may apply for a homeschooling family card that grants all the privileges given to public and private school teachers. Cards must be renewed annually. These cards are fine-free and entitle the borrower to an extended

loan period on curriculum-related materials subject to the overall limitations placed on the collection.

Section 4 Student Reserves.

Persons teaching within the District may request that material be placed on reserve for their students. Library staff shall determine the nature and extent of compliance with such requests.

Article X Tours of the Library.

Tours of the Library may be requested by any group, all or part of which is composed of Library constituents. School tours will be conducted only for schools within the Library District. Tours must be scheduled. The presence of these groups shall not diminish the usefulness of the Library to other patrons.

Article XI Posting of Flyers.

Flyers from non-commercial and civic organizations may be posted on designated bulletin boards or pamphlet racks as space permits and permission is received by the Library Director or designee. Priority is given to local programs and events. Postings not pertaining to a specific date may be displayed and removed as space allows. The posting of political flyers will not be allowed.

Questions regarding the administration of this policy should be directed to the Library Director. The Policy Review Committee may hear complaints regarding the content or administration of this policy.

Article XII Solicitations, Petitioning and Leafleting.

Not-for-profit groups may request to solicit donations or sell products outside the library building on library property provided the appropriate requirements of the applicable Village have been met, library operations are not disrupted and permission is granted by the Library Director or designee.

The Library recognizes petitioning and distributing noncommercial leaflets by individuals and groups as a fundamental right protected by the First Amendment of the Constitution. Persons may request signatures on a petition or distribute noncommercial leaflets on Library property solely outside the building no less than 15 feet from a public entrance provided Library operations are not disrupted. Advance notice or permission from the Library Director is not required.

All persons soliciting donations, petitioning, or distributing noncommercial leaflets are subject to Patron Behavior provisions of the Use of the Library Policy.

Article XIII Patron Behavior.



Library patrons are expected to act with consideration for other people using the Library and for staff who are giving service. Conduct within the Library or on library grounds that hinders patrons from using the Library or library materials is considered obstructive. Conduct that results or may result in harming people or property, or that interferes with staff providing service or performing their duties is considered disruptive. Without limitation, examples of disruptive behavior include:

- A. Disruptive noise or conduct.
- B. Loitering in washrooms and lobbies.
- C. Failure to observe posted notices.
- D. Use of cell phones that is disturbing to others.
- E. Smoking or vaping ~~is prohibited~~ within all [any] buildings, [on the] grounds and [or in] the Bookmobile.
- F. Eating, except in designated areas.
- G. Drinking, except from spill-proof containers.
- H. Improper parking.
- I. Intimidating or unwelcome remarks to other patrons or staff.
- J. Willful disregard of circulation or other service rules, or failure to observe a reasonable verbal instruction from a member of the staff.
- K. Bathing or extended sleeping.
- L. Theft or vandalism of library property or the property of other patrons.
- M. Consumption of alcoholic liquors except as permitted by the Alcoholic Liquors Sales and/or Delivery Policy.
- N. Failure to wear shirt/top or shoes.
- O. Public Intoxication.
- P. Use of skateboards, scooters, roller blades, roller skates or the like.
- Q. Possession of animals, except those as permitted by the ADA Policy.

Parents, guardians and caregivers should be aware that the library is a public building open to all individuals. Parents or guardians, not the Library or its staff, are responsible for their children. Detailed rules regulating the use of the Library by minors are addressed in the “Safe Child Policy.”

Acts of vandalism, theft, substance abuse or other more serious offenses will be reported to the police.

Any staff member witnessing **[or becoming aware of]** willfully disruptive behavior ~~or responding to a complaint from another patron of such behavior~~ is empowered to ~~eject~~ **[dismiss]** the patron or group of patrons causing the disruption for the rest of the day **[after consulting with a manager, supervisor or person-in-charge]. [If a child 14 years or younger is unable to leave the Library independently,]** ~~S~~**[s]**taff will allow ~~[them] children 14 years of age and under~~ to remain in the library under staff supervision until a parent or responsible adult can be notified (See Safe Child Policy).

After consultation with the Library Director, any Senior Manager is authorized to suspend a part or all library privileges to a willfully disruptive patron or ban him/her from the premises for a period not to exceed six months. The Library Director is authorized to suspend service or ban a patron for up to one year. Restrictions for longer periods must be approved by the Board. Notices of suspension may be given verbally but will be accompanied by a written notice to the person, parent or responsible adult that describes the offending behavior. A Senior Manager or the Library Director will meet with the patron to discuss the facts and circumstances prior to suspending Library privileges. (75 ILCS 16/30-55.55) Patrons who refuse to provide identification or to leave the Library when requested to leave by a staff member, or who return to the Library when they are banned from the premises, will be reported to the police and may be prosecuted for trespassing.

Any patron banned from the premises may file a written request for reinstatement to the Board within one week after having been banned. The Board will review the request in a timely manner and render a decision. The decision of the Board is final.

Article ~~II~~**IXIII** Weapons, Hazardous Materials and Dangerous Behavior.

Weapons, as defined under applicable federal, state and local statutes and ordinances, are prohibited in all Library facilities and grounds. Staff members will contact emergency authorities immediately if they suspect that a weapon may be present, even if the person may be authorized to carry a weapon. Nothing in this policy should be construed to prohibit, abridge, or in any way hinder the religious freedom of any person or group.

Hazardous materials and substances are prohibited in all Library facilities and grounds. Staff will contact emergency authorities immediately if they suspect that hazardous materials may be present.

Dangerous behavior is prohibited in all Library facilities and grounds. Such behavior includes any behavior that appears to threaten the safety of persons or property.

#### **Article X    Photography and Video**

- A. Permission is not required for taking photographs or videos in public areas of Library buildings for personal, noncommercial use. Taking photographs or videos of, or in, areas reserved for staff use only is prohibited. Photography in bathrooms, designated nursing areas or changing areas is also prohibited. Request to use tripods, lights, or other specialized equipment must be made at least one business day in advance. Persons taking photographs and videos shall not (i) compromise a patron or staff member's right to privacy, (ii) harass, intimidate, or threaten a patron or staff member, or (iii) block Library aisles, walkways, stairwells, doors, or exits.**
- B. Taking photographs and videos outside of Library buildings and/or of Library grounds does not require permission. Activity may not impede the ingress or egress of patrons or staff to and from the building.**
- C. The Library may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with the mission of the Library and is in accordance with the rest of this policy. Prior permission must be sought at least one week in advance. The Library may charge a fee to offset costs incurred to provide access to the facility.**
- D. Meetings of the Library Board open to the public may be recorded by tape, film or other means and shall not disrupt the meeting or create a safety hazard (5 ILCS 120/1 et seq.).**
- E. Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The Library undertakes no responsibility for obtaining these releases or permissions.**
- F. The Library reserves the right to ask any individual or group violating this Policy to cease the taking of photographs or videos.]**

---

Date

**[Revised: 10/19/21]**

21(b) – 1

---

Secretary

Adopted: 04/03/95  
Revised: 01/20/98  
Revised: 07/18/00  
Revised: 03/20/01  
Revised: 12/16/03  
Revised: 08/22/05  
Revised: 02/19/08  
Revised: 06/01/10  
Revised: 08/17/10  
Revised: 01/15/13  
Revised: 12/17/13  
Revised: 07/15/14  
Revised: 06/21/16  
Revised: 11/15/16  
Revised: 04/18/17  
Revised: 10/16/18  
Revised: 12/17/19  
Revised: 01/19/21  
**[Revised: 10/19/21]**

## WORKPLACE VIOLENCE POLICY

### Article I Workplace Violence.

The Cook Memorial Public Library District **[("Library")]** is firmly committed to providing a workplace that is free from acts of violence or threats of violence. In keeping with this commitment, it is the policy of the **Cook Memorial Public Library** to prohibit any library patron, employee, or trustee from threatening or committing any act of violence ~~in the~~ **[on] Library [property while providing or receiving library services outside of the Library (such as Bookmobile related services), online or by cellular phone.]** ~~This policy applies to all persons who are on Library property.~~ The Library has zero tolerance for individuals who make threats, engage in threatening behavior, or commit acts of violence against employees, patrons, or other individuals.

### Article II Reporting.

Employees are required to immediately report to a supervisor any incident involving a threat of violence or **[an occurrence of]** violent behavior. If an employee is confronted with a potentially violent situation, the employee should not attempt to handle the situation, but should report it immediately to the Library Director, manager, or supervisor.

In cases when violence threatens to erupt immediately, the employee is authorized to call 911 ~~or the local police~~ and subsequently inform the Library Director and/or the person in charge of the situation.

Employees who become aware of any workplace security hazards, or who have suggestions for increasing security in the Library, **must [are strongly encouraged to]** speak with their manager or supervisor. The Library expects employees to help make the workplace as safe and secure as possible.

---

Date

---

Secretary

Adopted: 07/20/04

Revised: 11/03/11

Revised: 04/19/16



## AMERICANS WITH DISABILITIES ACT COMPLIANCE POLICY

### Article I General Guidelines.

The Cook Memorial Public Library District (“Library”) complies with the Americans with Disabilities Act of 1990, as amended (the “ADA”) and offers alternative reasonable compliance to meet its requirements. Accordingly, the Library takes appropriate steps to ensure that Library communications with applicants, employees and members of the public with ADA disabilities are as effective as communications with others; makes reasonable accommodations in Library policies, practices and procedures when necessary to avoid discrimination on the basis of disability, unless **[such accommodation would impose an undue hardship on its operations;]** ~~a fundamental alteration in a Library program would result;~~ and operates its services, programs and activities so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities. The Library provides equal access to persons with disabilities, including those individuals who use service animals.

### Article II ADA Compliance Officer.

The Library Director or his/her designee is the Library’s ADA Compliance Officer. The ADA Compliance Officer may be contacted via telephone at: (847)362-2330 or via email at: ADA@cooklib.org.

Implementation of this Policy is the responsibility of all Library staff.

### Article III Method of Notification.

A copy of this Policy is included in the Library’s policy handbook and is posted on the Library’s website. If a person with visual impairment or other disability inquires about this Policy or about the Library’s ADA services, staff will offer to read the Policy and **[/or]** ~~to~~ provide **[other]** appropriate ADA services.

### Article IV Service Animals.

The Library welcomes service animals, and service animals are permitted in any area of the Library where members of the public are permitted to go. Trainers are also permitted to accompany service animals in training in the Library. Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder during an anxiety attack or performing other duties. The work or task that the dog has been trained to provide must be directly related to the person’s disability.

The ADA has also defined a miniature horse as an animal that may serve as a service animal if it has been individually trained to do work or perform tasks for a person with a disability. To determine if a miniature horse can be accommodated in the Library, the Library will assess whether (1) the miniature horse is housebroken, (2) the miniature horse is under the owner's control, (3) the Library can accommodate the miniature horse's type, size and weight, and (4) the miniature horse's presence will compromise legitimate safety requirements necessary for the safe operation of the Library.

Some service animals may wear special collars, harnesses, vests or capes and some are licensed and certified and have identification papers. However, special identification and certification are not required by the ADA. Employees may only ask an individual who accesses the Library with a service animal the following two questions: (1) whether the animal is a service animal and (2) what work or task the service animal has been trained to perform. Employees may not require identification documents for the animal and may not ask about the person's disability.

A service animal may be removed from the premises only if (1) the animal is out of control and the handler does not take effective action to control it, or (2) the animal is not housebroken. Service animals must be harnessed, leashed, or tethered, unless such devices interfere with the animal's work or the individual's disability prevents using such devices, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

When there is a legitimate reason to remove a service animal, staff will offer the person with the disability the opportunity to obtain Library materials or services without the animal's presence. Staff is not required to provide care, food or a special location for the animal.

**[This policy does not apply to emotional support animals as that term is not defined in the ADA. Emotional support or "therapy" animals are not considered service animals under the ADA. A service animal is an animal that has been trained to perform work or tasks for the benefit of a person with a disability. Emotional support animals, also called therapy or comfort animals, have not been trained to perform work or tasks. Instead, they provide a benefit just by being present.]**

#### Article V Programming & Meeting Accessibility.

All notices and advertising for Library-sponsored programming will contain an appropriate ADA notice (such as the following):

*Any person needing an accommodation for a disability in order to access the benefits of the Library's services, programs, or activities under the Americans with Disabilities Act should contact a Library manager by telephone at (847) 362-2330, by email at ADA@cooklib.org or in writing, not less than five (5) working days prior to the program.*



All notices for library board or committee meetings will contain an appropriate ADA notice (such as the following):

*Any person needing an accommodation for a disability in order to attend a meeting at the Library should contact the Administration Office by telephone at (847)362-2330, by email at [ADA@cooklib.org](mailto:ADA@cooklib.org) or in writing, not less than five (5) working days prior to the meeting.*

#### Article VI Accommodations to Persons with a Disability.

Staff will assist a patron with a disability in any reasonable way needed, including opening doors, carrying and retrieving library materials, and completing library forms.

In addition, in order to assist persons with visual, hearing, mobility, intellectual, or other disabilities, the Library provides materials in a variety of formats: conventional print, large type, DVD, CD, electronic download, streaming services. When materials are not available in all needed formats, the Library attempts to provide equivalent or similar items for use by persons with disabilities.

#### Article VII Meeting Room Users.

Groups using the meeting room and presenters are required to meet the requirements of the Americans with Disabilities Act. The Library offers the facility as a service to community groups, but has no responsibility for the groups using the room.

#### Article VIII Grievance Procedures.

Any person who believes that the Library has discriminated against that person because of the person's disability may file a written complaint with the ADA Compliance Officer, within 60 days of the alleged occurrence of discrimination. **[The ADA Compliance Officer may be contacted via telephone at: (847) 362-2330 or via email at: [ADA@cooklib.org](mailto:ADA@cooklib.org).]** The complaint will provide information about the alleged discrimination, including the date, location, persons involved, and other particulars. The complaint will include the name, address, and telephone number of the person filing the claim. The complaint will include the complaining person's proposed resolution of the matter.

Upon request, the Library will provide alternate means for filing a complaint, such as a personal interview or tape or digital recording, to a person with a disability.

Within 15 days after receipt of a complaint, the ADA Compliance Officer, Director, or other designated Library representative will meet with the person filing the complaint, with the purpose of receiving any additional information and seeking a mutually acceptable resolution of the complaint.

Within 15 days after the meeting, the ADA Compliance Officer, Director, or other designated Library representative will respond to the person filing the complaint, in writing or other appropriate format, stating the Library's response to the complaint and proposed resolution of the complaint.

Within 15 days after receipt of the Library's response, if the Library's proposed resolution is not acceptable to the person filing the complaint, that person may submit a written appeal of the matter to the Library Board. The Board President will appoint a committee of no more than two Board members to meet with the person filing the appeal within 15 days, with the purpose of receiving any additional information and seeking a mutually acceptable resolution of the complaint.

At the next regular Board meeting, the committee will report its findings and recommendations to the Board. The Board will take action upon these findings and recommendations. The Board will report its action to the person filing the appeal, in writing or other appropriate format. The Board's action will conclude the Library's grievance procedure.

Individuals may also file an administrative complaint with the U.S. Equal Employment Opportunity Commission (EEOC) within 180 days of the alleged discrimination, or may file a lawsuit for injunctive relief and damages.

Any or all of these methods may be pursued at the same time.

Individuals are protected from retaliation or coercion when pursuing their rights or responsibilities under the ADA.

#### For further information

In accordance with Section 35.106 of the ADA's Title II Regulations, all applicants, participants, beneficiaries, and other interested persons are advised that further information may be obtained from the ADA Compliance Officer and also from the Disability Rights Section, Civil Rights Division, U.S. Department of Justice, 950 Pennsylvania Avenue, Washington, DC 20530. Telephone: (800) 514-0301 (Voice) or (800) 514-0383 (TDD).

To the extent that any existing policies, procedures or guidelines of the Library are inconsistent with this policy, this policy shall prevail.

---

Date

---

Secretary

Adopted: 3/20/01  
Reviewed: 12/16/03  
Reviewed: 9/02/08  
Reviewed: 10/20/15  
Revised: 10/16/18  
**[Revised: 09/02/21]**

## ELECTIONS POLICY

### Article I      Duties.

Unless otherwise designated by law, The Secretary of the Board, serving as the Local Election Official, is responsible for those actions required of the District under the Election Code. (10 ILCS 5/1-1 et seq.) **[As provided by law,]** ~~T~~**[t]**he Secretary:

A. Signs all documents and certifications**;** **and]**

B. Administers oaths.

The Library Director and/or a designee approved by the Secretary acts as administrator for the election:

A. Arranges for the drafting of all documents;

B. Receives all documents**;** **and]**

C. Files and retains all documents and legal notices.

---

Date

---

Secretary

Adopted: 09/20/76

Revised: 07/14/95

Revised: 01/20/98

Revised: 03/20/01

Revised: 12/16/03

Revised: 03/27/07

Reviewed: 01/15/13

Reviewed: 10/17/17

**[Revised: 10/19/21]**

## RECORDS OF THE SECRETARY

### Article I      Responsibility.

The responsibility for the records of the Secretary rests ultimately with the Secretary [of the Cook Memorial Public Library District (“Library”)]. [The Secretary is responsible for keeping and maintaining appropriate records for their term in office as required by law and as set forth herein. (75 ILCS 16/30-45(g)).] ~~The Secretary of the Cook Memorial Public Library District (“The Library”)~~ is authorized to receive official correspondence and reports and to certify as to the correctness of a copy of any Library document. The Library Director is responsible to the Secretary for proper storage of the Secretary's records, for making routine filings of certified copies of Library documents, for destroying Library documents according to appropriate regulations and established routine, for preparing the Secretary's Audit, for arranging for periodic review of the Library records by the Library attorney and for other duties as assigned by the Secretary. ~~(75 ILCS 16/30-45 (g))~~

### Article II      Board Minutes.

The minutes of each Board meeting shall contain:

- A. The name of the Library Board.
- B. The time, date and place of the meeting.
- C. The kind of meeting whether regular, adjourned, etc.
- D. The names of the trustees present and absent, and if any trustees participated by electronic means, and the presence of other persons attending the meeting.
- E. The fact that the regular President and Secretary were present or the names of their substitutes.
- F. Points of order and their disposition.
- G. The text of all motions, the names of the Trustees making and seconding the motions and record of any votes taken.
- H. A summary of all discussion on matters proposed, deliberated or decided.
- I. The time of adjournment.

The President and Secretary for the meeting shall sign the minutes after the minutes are approved by the Board. The minutes shall be bound together in the Minute Book and stored in a fire-proof safe in the Library's administrative office.

The minutes shall be approved by the Board within 30 days of the meeting or by the second subsequent regular Board meeting **and**, whichever is later. **The minutes** shall be posted on the Library's website within 10 days of approval by the Board.

### Article III Ordinances.

"Ordinance" means an enactment, adopted by the Board, that applies to the public generally and that implements, applies, or prescribes conduct, imposes a tax, imposes a fee or fine, or assesses a penalty or that otherwise affects the rights of the public concerning the use or operation of the Library.

The number of Trustees voting "aye," "nay" and "abstain" and the name(s) of Trustee(s) absent are recorded in the minutes and on the ordinance. Ordinances passed by the Board shall be numbered consecutively for each fiscal year (~~ie. 2016-2017-1~~). Ordinances shall be posted or published, if so required, within ~~three days after enactment~~, **[the time required by law]** and shall be effective on the day and date of such posting and publication unless otherwise determined by law. The original of each ordinance shall be signed by the President and the Secretary after the meeting during which it was enacted. The original shall be stored in a fire-proof safe in the Library's administrative office and **[either the original or a certified copy of all ordinances shall be]** made available for public inspection during regular business hours. A certified copy of all ordinances from the ~~past two~~ **[last fiscal]** years shall be posted on the library's website. (75 ILCS 16/1-40)

### Article IV Resolutions.

"Resolution" means a statement, adopted by the Board that establishes library policy and internal procedures for the governance of the Library.

Resolutions shall be enacted, numbered, retained and made available in the same manner as are ordinances. The original of each resolution shall be stored in a fire-proof safe in the Library's administrative office and made available for public inspection during regular business hours.

### Article V By-Laws, Policies and Procedures.

By-laws, policies and procedures adopted by the Board and in force are a part of the Secretary's records. Obsolete by-laws, policies and procedures are retained. The motion and subsequent action adopting or revising by-laws, policies and procedures

shall be recorded in the Board minutes. The original and complete text of current by-laws, policies and procedures shall be dated with the date of the Board meeting during which it was adopted or revised, signed by the Secretary and stored in a fire-

proof safe in the Library's administrative office. A copy of all of these documents will be available at the Reference Desk **[at each location]**.

Article VI    Miscellaneous Records.

The Secretary shall maintain records of all written matter affecting the operation of the District. These shall include:

A. A copy of reports required by law including:

1. Report to the State Librarian
2. Report to the Comptroller of the State of Illinois
3. Report of receipts and disbursements including a receipt of filing with the County Clerk
4. Audit reports including:
  - a. Professional Treasurer's Audit
  - b. Secretary's Audit Committee Report

B. Reports to the Board as directed by the President.

C. Election, appointment and resignation records.

D. Contracts entered into by the Board.

E. Official correspondence directed to the Board or written by the Secretary.

F. Publisher's certificates for legal notices required by law.

G. Meeting and hearing notices (75 ILCS 16/1-30 (d)).

Documents thus received shall be stored in a fire-proof safe in the Library's administrative office. All miscellaneous records shall be retained for a period of seven years and then may be discarded selectively as permitted by law. Local Records Act (50 ILCS 205/1 et seq.)

Article VII    Audit of the Secretary.

The records of the Secretary shall be audited at the end of each fiscal year and upon a change in the office of Secretary by two other Trustees appointed by the President. The Audit of the Secretary shall examine the following:

A. Minute Book.

B. Ordinances and Resolutions.

C. By-Laws, Policies and Procedures Book.

The audit report shall certify as to the accuracy of the records of the Secretary, their completeness and list the discrepancies, if any. The audit report shall be filed with the Secretary no later than ninety days after the end of the fiscal year. (75 ILCS 16/30-65(d))

Article VIII Records Retention.

Unless otherwise noted in this policy, the records of the Secretary are retained permanently. All records of the Secretary except those dealing with subjects enumerated in the section of the By-Laws entitled "Closed Session" are available for public inspection in the Library's administrative office during regular business hours. The Board shall review the minutes of closed sessions semi-annually to determine the continued need for confidentiality.

---

Date

---

Secretary

Revised: 05/03/95

Revised: 01/20/98

Revised: 03/20/01

Revised: 12/16/03

Revised: 03/20/07

Revised: 11/19/13

Revised: 12/17/13

Revised: 10/17/17

**[Revised: 10/19/21]**



## BLOODBORNE PATHOGENS POLICY

While normal library operations are not likely to involve circumstances exposing employees or users to bloodborne pathogens, the Cook Memorial Public Library District (CMPLD or the “Library”) complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to bloodborne pathogens, which have been incorporated by administrative actions. **[(56 Ill. Admin. Code 350.700, incorporating 29 C.F.R 1910.1030.)]** Drawing on these regulations, the Library believes it is imperative to minimize staff exposure to such infectious materials. Since the employees at the Library are not care givers, their training in reducing exposure should be focused on avoiding contact with infectious materials, contacting emergency personnel when staff or patrons become ill, and using simple precautions to avoid personal contact with, and spreading of, infectious materials.

### Article I: Exposure Determination.

No particular job classification of the Library has occupational exposure (meaning “reasonably anticipated...contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties”), however, emergencies may occur with staff or patrons, particularly youth or elderly patrons, to which Library employees in all classifications may be called upon to respond with assistance. ~~Or~~ **e[E]** emergencies with “out of control” individuals (e.g. biting, spitting, etc.) could present an individual threat.

### Article II: Universal Precautions.

All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposures. Bloodborne pathogens are pathogenic microorganisms that are present in human blood and other body fluids, which can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the Library’s approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Engineering and work practice controls, as outlined below in Article III of the Library’s Exposure Control Plan, shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used. The Exposure Control Plan is also available in the Library’s Emergency Manual.

Article III: Exposure Control Plan.

At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are presented, staff should notify maintenance staff and the Librarian [person] in charge or a manager [supervisor]. The area contaminated shall be immediately cordoned off by maintenance staff. If maintenance staff are not immediately available, the Librarian [person] in charge or manager [supervisor] shall insure that the area is cordoned off and quarantined, even if the entire Library must be closed to accomplish this completely. Personal protection clothing, such as gloves, gowns, masks, etc. shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g. Band-Aids, gauze, cotton, clothing, etc.) etc. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal is obtained. Hand-washing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.

Article IV: Training and Immunizations.

The Library shall provide ~~directly or through System, State, or associational programs,~~ annual in-service training/educational programs for employees designated for cleanup and disposal duties. Any employee who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the Library will make immediately available to the exposed employee or employees a confidential medical evaluation and follow-up as provided in the regulations.

---

Date

---

Secretary

Adopted: 04/20/99  
Revised: 03/20/01  
Revised: 08/19/03  
Revised: 12/18/07  
Revised: 01/15/13  
Revised: 10/17/17  
**[Revised: 10/19/21]**

## TELECOMMUTING POLICY

The Cook Memorial Public Library District ("Library") may allow employees to telecommute (work remotely or work from home) intermittently or for an agreed number of hours or days per week if their supervisor and/or Library Director determine that the position and the nature of the job responsibilities are suited for remote work. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement, it is not a Library-wide benefit, and it in no way changes the terms and conditions of employment with the Library or required compliance with policies, including policies in relation to what files may be removed from the Library for telecommuting purposes and what measures must be taken to protect those documents. Permission to telecommute is solely at the Library's discretion and can be withdrawn at any time.

This policy does not apply to requests for reasonable accommodation. Employees requesting to telecommute as a reasonable accommodation should follow the Library's procedures on requests for reasonable accommodation.

### Article I Request to Telecommute

Each telecommuting arrangement must be approved in advance by the employee's supervisor and Library Director. A request to telecommute should be submitted in writing to an employee's supervisor with the number of hours/days requested to telecommute, and any anticipated technology requirements. Upon receipt of request, the Library may require additional information, including how employee intends to stay in contact with supervisor.

The employee and supervisor and/or Library Director will discuss job responsibilities and determine if the job is appropriate for a remote work arrangement, including a review of equipment needs, communication needs, and scheduling issues.

If the proposed arrangement is feasible and deemed appropriate by the Library, a Telecommuting Agreement will be signed by the employee, their supervisor and Library Director.

The Library may approve a request to telecommute for a trial period set by the employee's supervisor and/or the Library Director. After the trial period, the telecommuting arrangement will be reviewed by the employee's supervisor and/or the Library Director and may be withdrawn or extended for a longer period of time.

### Article II Requirements

In order to telecommute, an employee must meet the following conditions:

- A. Demonstrated satisfactory or better performance on their most recent performance evaluation.

- B. Be able to carry out the same duties, assignments, and other work obligations offsite as they do when working at the Library.
- C. Work the same number of scheduled hours either remotely or at the Library, or any combination of the two as agreed upon by the employee's supervisor.
- D. Be reachable by phone, email and virtual conferencing within a reasonable time period during the established work schedule.
- E. Be available to attend scheduled meetings and participate in other required office activities from home office as needed. Employees who telecommute may be required to attend these meetings and other activities in person as needed.
- F. Coordinate with supervisor on a work schedule that accommodates responsibilities for child care and/or elder care. ~~See the Library's Temporary Emergency Leave Policy for information on potential leave options provided by federal law to care for dependent children and/or individuals due to concerns related to COVID-19.~~ Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting the needs of the Library.
- G. Abide by all Library policies including Personnel, Harassment and Privacy. Failure to follow Library policies may result in the end of the remote work arrangement and/or disciplinary action.
- H. Be available to report to work at the Library's office as needed in lieu of telecommuting hours.
- I. Provide all equipment necessary for telecommuting, including an internet connection. Exceptions may be made with approval from the Library Director.
- J. Ensure the protection of proprietary Library information and patron information. Measures to be taken by the telecommuting employee to ensure such protection include, but are not limited to, use of locked file cabinets and desks, secured jump drives, regular password maintenance, and other steps necessary for the job and the environment.
- K. A telecommuting employee is solely responsible for compliance with all laws and regulations, including income tax laws relating to use of the telecommuting employee's home or other telecommuting location, as well as compliance with requirements of the employee's Home Owner's or Renter's Insurance policy.

- L. No use of shared or public wifi when working with personally identifiable patron information, employee information or library financial data.

Article III Timekeeping

Employees who are permitted to telecommute must comply with the Library's timekeeping and attendance policies and practices. Employees who are permitted to telecommute must accurately record all working time and hours in a manner designated by the Library. Any work by nonexempt employees in excess of regularly scheduled hours requires advance approval of the employee's supervisor. Failure to comply with this record keeping requirement may result in the end of the remote work arrangement and/or disciplinary action.

Article IV Workers' Compensation

Injuries sustained by a remote work employee while at their home or other remote work location and in conjunction with work duties for the Library are potentially covered by the Library's workers' compensation insurance coverage depending on the facts and circumstances surrounding the injury. In the event of a job-related injury, employees must report within 48 hours any injury, no matter how slight, which occurs during work hours to their supervisor and/or Library Director, and shall complete an incident report and submit to Human Resources in a timely manner. The home work location shall not be used as a meeting venue or for receiving Library related deliveries.

Workers' compensation does not apply to injuries to any third parties or members of the remote work employee's family on the employee's premises. The Library is not responsible for any injuries sustained by visitors to the remote work employee's work site.

Article V Administration of this Policy

Questions regarding this Policy should be directed to Human Resources, which is responsible for the administration of this policy.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

Adopted: 09/15/20

**[Revised: 10/19/21]**



# Cook Memorial Public Library District

## Telecommuting Agreement (rev. 9/15/20)

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Remote Office Address \_\_\_\_\_

Telephone Number: \_\_\_\_\_

This agreement will be valid once signed by the employee, the employee’s supervisor and the Library Director and will remain in effect until canceled by either party. Any changes made to this agreement must be in writing and are subject to written approval.

### Agreement

- I have read and understand the guidelines and expectations of the Telecommuting Policy and I accept all conditions set forth in this policy and agree to the duties, obligations, responsibilities, and conditions described in these documents.
- I understand that telecommuting allows me to work at home for part of my regular work week.
- I understand that I will work with my supervisor to determine my schedule with regards to hours I will work at the Library and hours I will work remotely.
- I voluntarily agree to telecommuting as an alternative work arrangement, and I understand that telecommuting is not an entitlement and in no way changes the terms and conditions of my employment with the Library.
- I understand that all Library policies, practices, and procedures apply to off-site work locations.
- I understand the Telecommuting Policy may be changed, modified, or discontinued at any time, without advance notice to me.
- I understand that I should coordinate a work schedule with my supervisor that accommodates my responsibilities for child care and/or elder care.
- I understand that I am responsible for all costs associated with remote work including utilities, furniture, electrical, etc. Reimbursement of necessary telecommunications expenses is detailed in the Reimbursement Policy.

Employee’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct supervisor’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

Library Director’s signature: \_\_\_\_\_ Date: \_\_\_\_\_