

- 2.2. Up to three qualified suppliers have been contacted for quotations.
 - 2.3. That the purchase is awarded to the supplier with the lowest negotiated price when all other factors are considered equal.
 - 2.4. If other than the lowest price is selected, Board approval is required including appropriate justification.
 - 2.5. All other things being equal, local suppliers shall be given preference.
3. Up to three quotes from qualified suppliers will be requested for all purchases in excess of \$25,000.00 and submitted to the Board for final acceptance.

1.25 PUBLIC EMERGENCY PREPAREDNESS

PURPOSE

This policy is created to establish a protocol that will be used in the event of a public emergency. The library should plan for staff being unable to report to work. It is important to ensure a proactive approach for the safety of the Morinville Public Library staff as well as their patrons.

DEFINITION:

PUBLIC EMERGENCY: Any circumstances or events that affect the library's ability to offer services and prompts co-ordination of action. These could include natural disaster, medical pandemic, epidemic, civil unrest, or armed conflict.

PROCEDURE:

In the event of a public emergency Morinville Public Library will follow the recommendations of a relevant government or authorized authority.

1. Minimum Staffing Level:

The absence of sufficient library staff able to work will determine the ability to carry out services and maintain open hours.

2. Library Closure:

- Morinville Library Board or Management has the authority to temporarily close the library.
- If a mandate order or recommendation for closure is issued by a relevant authority the library would be closed.

In the event there is insufficient staff to maintain services the management may reduce library operation hours, limit or cancel services and reassign employee's duties and shifts.

In the event of closure, late fines will be suspended and borrower's cards will be extended until the library reopens.

3. Compensation:

In the event of closure and library employees are sent home, employees shall be compensated for their regularly scheduled hours for that day, or until the Library Board makes a decision.

The Morinville Public Library's sick leave policy shall continue to be followed as well as guidelines set in Minimum Standards and other official documents.

APPROVED BY BOARD

REVIEW Date: _____

Board Chair Signature

Date