Kent County Public Library
Emergency Decision Policy

Policy: Management of the library's operations in accordance with policies approved by the Board of Trustees is a responsibility of the Executive Director. From time to time, an emergency may arise that requires the Executive Director to make decisions about library operations that are not explicitly covered by existing policies.

In an emergency situation, the Executive Director is entitled and obligated to make emergency decisions and must then communicate the decisions to the President of the Board of Trustees as soon as possible.

Emergency decisions may be made when necessary to protect the health, safety, and welfare of library patrons, staff, volunteers, and facilities. Such decisions should be informed by guidance from relevant governmental, public safety, public health, or professional organizations as appropriate to the emergency.

Identifying and adopting written policies that govern the operation of the library is an obligation of the Board of Trustees. In the event that such an emergency situation is ongoing and requires an amendment to an approved policy of the Board of Trustees, the Director's decision will stand on a temporary basis until the Board is able to meet and vote on the proposed amendment.

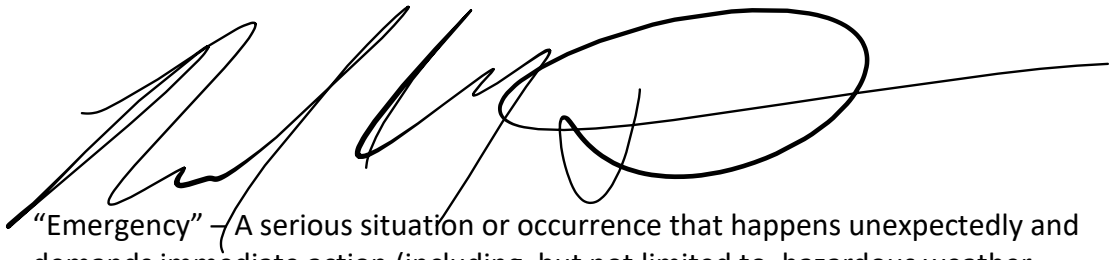
If the Executive Director is unavailable when an emergency situation arises, members of the Executive Team will make needed decisions and communicate with the President of the Board.

If the President of the Board cannot be reached, the Executive Director and/or Executive Team will communicate with other Board officers.

After an emergency decision has been made and communicated to the President or other officers, library staff will inform the public via established publicity and outreach channels. If it is anticipated that an amendment to policy may be needed, library staff may be directed to indicate that the decision has been made temporarily and will be discussed at an upcoming emergency meeting of the Board.

In a situation where an approved policy requires amendment to adapt to the emergency decision, an emergency meeting of the trustees will be scheduled and advertised as soon as possible in compliance with Maryland's Open Meeting Act. If the trustees approve the change at the emergency meeting, the policy amendment will be documented. If the trustees do not approve the change, the temporary change will be rescinded.

Date: **October 26, 2026**

Signature: 

Definitions: "Emergency" – A serious situation or occurrence that happens unexpectedly and demands immediate action (including, but not limited to, hazardous weather conditions and public health crises)