

Policies

DEATH OF A LIBRARY BOARD OR STAFF MEMBER

**Approved: 5/21/2003; Reviewed and revised 2/2007, 8/15/2012,
5/17/2017, 3/16/2022
Review Date: 2027**

In the event of the death of a library Board member, or the death of a Board member's immediate family, the Director and/or their designee may attend the funeral. Materials with a total cost of up to \$50 will be purchased for the library's collection in memory of the Board member, paid with monies from the gift book fund.

In the event of the death of a library staff member or the death of a staff member's immediate family, the Director and additional staff members may attend the funeral as appropriate. At the Director's discretion, the library may be closed for up to two hours so all staff members may attend the funeral of a staff member. Materials with a total cost of up to \$50 will be purchased for the library's collection in memory of the staff member, paid with monies from the gift book fund.

In the event of the death of a former library Board member or former library staff member, materials with a total cost of up to \$30 may be purchased for the library's collection at the Director's discretion, paid with monies from the gift book fund.