

Coalinga Huron Library District Library New Building Safety Policy 1

Background: The Coalinga-Huron Library District has identified the need for improved staff safety practices, especially during opening and closing, and times when staffing levels may be low. The proposed safety policy establishes minimum staffing requirements during all employee working hours and sets clear expectations for employee access to the library facilities. The policy is designed to reduce risk, ensure emergency readiness and protect employee wellbeing.

Summary: At least two CHLD employees must be present in the library during all employee working hours and public hours to ensure safety and emergency preparedness.

Restriction on Solo Entry: Employees may not enter the Coalinga or Huron Library building alone without explicit permission, via a telephone call or text message, from the Library Director or designated supervisory personnel.

Fiscal Impact: None.

Recommendation: Staff Recommendation: That the Bord of Trustees approve the new Library Building Safety Policy 1.

Director of Library Services
Jeannette Davies
Proposed 12/9/2025