



LIBRARY BOARD COMMUNICATION

DATE: January 25, 2023

FROM: Audrey Tolle, Library Director

AGENDA ITEM: Consideration and possible action on Emergency Procedures and Preventative Measures for the Library.

SUMMARY:

- Emergency Procedures were adopted in 2012 that included fire, severe weather, and bomb threats.
- Procedures for how to shut off the fire sprinkler system in an emergency and general precautions to take for freezing temperatures were created in 2015-2016, after a pipe burst due to freezing temperatures the previous year.
- After another sprinkler pipe burst in 2021, some additional precautions were taken, including wrapping the pipes with foam and adding traditional fiberglass insulation. With an awareness of the building's shortcomings, including a lack of heat in the attic where the sprinkler pipes are located, the Library Director was concerned that these measures would not be sufficient in extremely cold weather. She requested that the sprinkler system be drained before the last hard freeze in December 2022 and agreed to conduct the required 24 hour fire watch until it was turned back on two days later.
- The attached document includes both general emergency procedures and recommendations on additional precautions to prevent another severely damaging incident due to burst sprinkler pipes.

FISCAL INFORMATION:

Budgeted: N/A

Amount: N/A

GL Account: N/A

RECOMMENDED MOTION OR ACTION:

Staff recommends approval of this document.

ATTACHMENTS:

- Sanger Public Library's Emergency Procedures and Recommendations on Preventative Measures