

HELEN PLUM LIBRARY

P-20 Flowers, Acknowledgements, and Memorials

Approved by the Library Board of Trustees October 18, 2022.

This policy is meant to define events that are recognized or acknowledged by the Board of Trustees and applies to purchases authorized by the Board. These purchases, cards, and memorial acknowledgements will state "From the Board and Staff of the Helen M. Plum Memorial Library."

This policy includes two sections:

Extended Illness applies to extended hospitalization of an employee or trustee.

Memorials applies to the death of an employee, trustee, or their family member.

Extended Illness

Extended Illness (hospitalization) – Staff or Trustee

A current employee, including an employee on leave of absence, or a current trustee:

Extended Illness: A plant or flowers up to \$75.00 may be sent one time per episode.

Extended illness is typically defined as hospitalization of "5 or more working days."

Memorials

Memorials – Staff

Current employee, including an employee on leave of absence:

Death: A memorial book or other item up to \$30.00 for the collection may be donated to the Library. Memorial books are chosen with respect to the wishes of the family. A plant or flowers up to \$75.00 may be sent to the family.

Current employee's family member:

Death: For a member of an employee's immediate family, defined as a spouse or partner, child, parent, grandparent, grandchild, sibling, in-law, aunt, uncle, or a person who lives with the employee, a memorial book or other item up to \$30.00 for the collection may be donated to the Library. Memorial books are chosen with respect to the wishes of the family. In addition, for an employee's parent, child, spouse or partner, a plant, or flowers up to \$75.00 may be sent to the family.

Memorials – Trustee

Current Trustee:

Death: A memorial book or other item up to \$30.00 for the collection may be donated to the Library. Memorial books are chosen with respect to the wishes of the family. A plant or flowers up to \$75.00 may be sent to the family.

Current Trustee's family member:

Death: For a member of a Trustee's immediate family, defined as a spouse or partner, child, parent, grandparent, grandchild, sibling, in-law, aunt, uncle, or a person who lives with the employee, a memorial book or other item up to \$30.00 for the collection may be donated to the Library. Memorial books are chosen with respect to the wishes of the

family. In addition, for a trustee's parent, child, spouse or partner, a plant, or flowers up to \$75.00 may be sent to the family.

Past Trustee:

Death: A memorial book or other item up to \$30.00 for the collection may be donated to the Library. Memorial books are chosen with respect to the wishes of the family.