

JERICHO PUBLIC LIBRARY RISK MANAGEMENT POLICY

The Jericho Public Library has established the following policy in relation to its property and liability insurance program.

- 1) Responsibility for administering the insurance program shall rest with the Library Director.
- 2) The Library Director shall designate an insurance consultant (subject to approval of the Board) whose functions shall include recommending to the Library Director an appropriate insurance program, preparing specifications and securing bids for insurance periodically, and reviewing risks of the Library and analyzing its insurance policies with no salary or special commission from the Library for this service.
- 3) It is the policy of the Board to insure against catastrophic risks and to assume minor risks by self insuring or by the use of deductibles where premium savings warrant.
- 4) Insurance on property (except for automotive equipment) shall be purchased on a replacement cost basis without depreciation in the amount of 90% of the insurable replacement cost and shall cover perils commonly insured by libraries.
- 5) Public liability insurance shall cover the Library, its board members, and employees as insured's. It shall be written on a comprehensive basis and limits shall be in amounts generally considered to be reasonably adequate in this area.
- 6) Workers compensation insurance shall be provided for employees.
- 7) Employee dishonesty insurance shall be provided on a blanket basis.
- 8) Other kinds of insurance shall be provided for risks which are common to libraries and which can cause serious loss.
- 9) Errors and omissions insurance for directors, trustees, and officers shall be provided, if available.
- 10) The Library Director shall report all serious losses to the Board promptly.
- 11) The Library Director and the insurance agent or broker (or consultant) shall report annually to the Board on the current insurance program including a description of coverage's, limits of liability, deductibles and premiums. The report shall also include recommendations, if any, for preserving and protecting the Library's property, a list of insured and uninsured losses which have occurred during the past year, and an indication of possible risks of loss for which insurance is not currently available or has not been purchased.