

Board Meeting June 11, 2020

Attended in person: Martha Fiacchi, Beth Anne Piper, Pat Dailey, Mary Drabot, Jake Widrick, Michele Merwarth

Attended by zoom: Gary Germain, Katie Reily

No Agenda for the meeting.

Library is no longer scheduling times for pick up of books. Advising patrons to come in during open hours. At time of meeting the notification turned off but will be turned on Monday 061520. Patrons will get email notification and then can call the library to pick up holds.

Employees are separated into two teams head by Robin Browning Bolewski and Sara Randolph. There is a brief summer reading program meeting scheduled for staff on 061220.

Central branches in place pick up services beginning May 25<sup>th</sup>. Moving forward with no issues. Work load for staff is heavier than expected. Receiving bins from OCL re holds and had to have page come in to assist 061120.

Made initial pick up services announcement last week. Re books being received from other libraries holds are being placed on line. Delivery Wednesday or Thursday of next week. We reviewed the process to get items from other libraries. It is a 9 to 10 day process from hold to loan.

Jake has begun ordering new books ect. First order new items should arrive next week. Hoopla fees have gone up \$500 to 600 per month from \$250 during closed period. We have expanded the number of digital items person can borrow for 6 to 10.

There has been some stress re staff adjusting to social distancing while working.

We gave had positive feedback from forwarding the library phones to cell phones of full time employees so that people not stuck in queue.

OCLP plans to move forward with in library services in next couple of weeks.

We discussed process for Patron Screening.

Discussed staff screening. Told they were to stay home if not feeling well. Team leader asks employee if exposed; asked if feeling sick. Team lead takes the info and logs and it is kept in locked cabinet which has 2 keys which are held by the team leads. Staff getting used to process.

Posters for patrons re don't come in if do not feel well. Breath guards installed in office. (We inspected after meeting) Masks, personal sanitizer provided each employee, automatic soap tower dispenser installed and cleaning every night. Not sharing desk. Door handles to lobby wiped every 30 minutes. NYS wanted cleaning log. Log was provided to the cleaning vendor.

Over all Jake feels first week of pick up services has been positive.

They are training 2 pages this week re safety policies. Looks like will need page services about 3 hours be day for re-shelving, phones and re organizing. During a shift one employee empty both book drops and it is mandatory to wear gloves and mask during this process. The items are placed on carts and moved to quarantine space. Second employee goes through the deliveries from OCPL and re shelves or places them on hold shelf. Page is pulling holds. Third employee is calling patrons to advise that items are ready for pick up and what times available. This process is a lot more work than anticipated. Jake believes that about 2200 items out at time of closure have been returned to date.

Discussed ways we can provide additional services via zoom. May hold classes on how to use on line hold services and use of overdrive-pdf on line. Staff has been helpful in walking patrons through process.

we had some preliminary discussion regarding reopening library for limited services. Discussed lap tops and occupancy limitations.

Per Michele the Friends are meeting virtually. Cancelled book sale and basket raffle. Presented Jake with \$5000 check to support the Summer Reading Program and other expenses. Agreed to let Friends use the Library for meeting. They have reserved a pavilion at the park for event in August to encourage new membership. Planning a picnic to encourage socializing re current members and attract new ones. On Monday 0615 Friends are bringing lunch and flowers for staff re partial re opening. Using Wegmans gift card received for basket raffle. They did try to return but Wegmans told them to keep and use it other purposes.

Each staff member is assigned a table for eating sitting ect.

Per Pat Dailey changes in the PPE loan program should allow us to spend close to the principle amount. Agreed to Shift funds earmarked in 2020 budget for Professional Development to purchase Lap Tops. Re Collection development have spent about 11K of the 20K budgeted. Jake will move forward with purchases.

Staff hours have been a bit higher than expected but not up to pre pandemic hours. We are still pending any notification re award announcement to sign contract for new meeting room. Agreed to continue conservative position pending any announcement expected sometime June.

Meeting adjourned by Beth.