

July Executive committee notes from July 2nd, July 10th, and July 16th meetings

Present board president Hilde, director Steve, asst director Melissa

July 2nd

All topics related to limited reopening of the building

Discussed need for more masks

Discussed need for more cleaner

Discussed creating an appointment form – since we already have Office365, Hilde recommended using one of the collaboration apps in MS Teams since they update in real time

The committee discussed patron visits and recommends to the board we limit to five patrons at a time and limit patron visits to a half hour. Additionally, we recommend based on current date utilizing a contact questionnaire before patrons enter the building, have them hand sanitize up on entering, and mandatory mask wearing for everyone on the building; patrons and staff. Hilde will make a document to give to the board at the July meeting with the steps for limited building access.

July 10th

Director created an Excel appointment form what is sharable on Teams and updates in real time. The only drawback is we need to “make” a new one each day. We will continue to see if there is a premade app which will fit our needs, so far nothing works to meet our specific needs.

We need to order additional disposable masks. Current inventory is about 120. We would like to have patrons be required to bring their own when they enter the building. The library cannot afford to supply everyone, but we should have some available if a patron or staff member forgets. The committee decided to provide all staff members with reusable masks, one for each day they work so they have a fresh one everyday and can wash them on the weekend. Staff who do not want to use the supplied masks are welcome to source their own and pay the cost out of pocket. In the long term this will save money and be more environmentally friendly versus using disposables all the time. Hilde will see if she can get someone to donate reusable masks.

We need to purchase plexiglass for “sneeze” guards.

We need to get tub surround or some similar non-porous material to cover the wood table tops. We generally use a cleaning product such as Pledge Multisurface on the wood surfaces rather than a much harsher disinfectant.

Committee thinks we can get things put together by Monday July 20 for limited reopening.

July 16

Updates:

Purchased 5 36X36 pieces of plexiglass, received case of spray disinfectant from janitorial supply company, received 100 additional disposable masks, received 6 loose fit keyboard covers, waiting for tight fit covers designed for our keyboard model

Discussed need to hire teen/children's librarian. Decided to try a nationwide search for a current MLS student or recent graduate. Will advertise as a 30 hour position, no medical, not great pay but willing to train to gain experience.

Discussed the prospect of hiring a 10 hours marketing & outreach & social media person. Will contact VCSU and discuss options with their internship coordinator.