Georgia Public Library
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Library Trustees
Paula Ralston, Chair
Ben Ebert, Vice Chair
Cindy Rutkowski, Secretary
Gary Deziel, Treasurer
Margo Coy, Member at Large

Library Trustee Emergency Board Meeting
3/18/2020

Meeting called to order @ 4:40 p.m.
Attending: Paula Ralston, Ben Ebert, Jeremy, Gary Deziel (by Zoom), Cindy Rutkowski (by Zoom), Bridget Stone-Allard (by phone), Margo Coy (by phone)

Presentation of recommended actions for Cov-19:
Communication Plan:

1. Bridget updated the staff emergency contact form. This is set up as a google doc. Bridget will share information with Town Manager.
2. Answering machine, door sign and exterior sign are updated. Paula asked Bridget to put a more detailed message on the doors, on the website and Facebook. Help with desk answering machine is needed, Bridget is working on putting a different message on the answering machine.
3. Bridget will be checking library email and will add auto-response imploring patience.
4. After a conversation with Amber, Bridget spoke with June Waite to clarify that there is no traffic between the food shelf and library allowed at this time. Signs are posted.
5. Large WIFI password is posted in exterior windows in the Community Room & on the front door.
6. Bridget has been in twice daily communication with Amber.
7. Procedures for COVID-19 response will evolve over time; Paula and Bridget will touch base each Wednesday; our next Trustee meeting is in early April. We need to be mindful of the Open Meeting Law.

Contingency Plan:

1. Limit traffic to reduce the spread of the virus per CDC recommendations: return to work guidelines are needed that reflect new reality of COVID-19 for public safety and safety of all staff

    - Bridget had conversations with Janitorial & Food Shelf personnel after discussion with Amber regarding limiting traffic. Signs are posted- no traffic from food shelf into library & vice versa at this time. Jeremy sanitized community room to some degree (thank you Jeremy). Asked janitorial to please not enter that room.
    - Clean /dirty zones: office & community room to be maintained as clean. Further deep cleaning of both Community Room & Office is needed.

        - Toilets regurgitate. Bridget brought that up with janitorial. Lines need to be “rotor-rooted” at some point.
2. Books are going into a quarantine system. This efficiency is what is feasible given our current capabilities. Per Journal of Hospital Infectious Disease, COVID -19 can survive on surfaces for >9 days. Rubber totes are dated, after nine days books will be back on the shelves. Gloves are used. Training with Sara and Jeremy has taken place.
3. Bridget checked into a file sharing possibility that is used by the Town office. Bridget was able to transfer all files onto a thumb drive. She will try doing this way for now, may need to revisit.
4. All staff have laptops, Sara’s is working. Bridget’s should be fine but haven't used them yet. Jeremy has a personal one and may take library one.
5. Bridget & Gary will develop a purchase order and warrant system via scanning.
6. Interlibrary loans are discontinued for now.

Job Continuance:

1. Staff are all concerned about their ability to continue being paid. There is much important work to do, whether in the building or at home for the foreseeable future.
    a. Gary recommends documenting work activities.
    b. Bridget recommended the following for staff tasks:
2. Lead Library Asst :
    - Virtual Storytime with crafts & songs. Sara will begin with Storytime online & move into original content.
    - Website- explore options for free or inexpensive training in Wordpress.
3. Library Asst . - Materials processing, Outreach:
    - Jeremy is our high touch person right now. He is emptying the drop box & getting mail with gloves daily.
    - He has done some sanitizing, and will to continue doing more.
4. Director:
    - Receiving flurry of emails
    - Staying up on trends and research for moving forward
    - Explore increased e-content - look into Kanopy for price structure of e-content
    - Help support community that finds itself working from home
    - Offer Public **facts** they need, like information from Dept of Labor on filing unemployment and on tax return extended deadline.
    - Support families in online learning, offer spreadsheets of resources
    - Provide open reference line for questions
    - Monitor opportunity for home delivery or curbside
5. All staff will write up work accomplished weekly and Bridget will submit it to Paula biweekly.

The meeting was adjourned at 5:30 p.m.