Friday email

From:	rmeyer@decaturlibrary.org
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Good afternoon—

Not a whole lot new to report, but I do want to thank those of you who were able to attend the staff meetings this week. I thought both meetings were great and that we could have talked longer. The second half of both meetings was mutual *conversation.* I got the sense that you guys learned some things about the circulation policy and I definitely learned from you. Anyway great meetings and I thank you for all of the terrific and enlightening discussion.

Quick catch up for those unable to attend.

2022 Budget—It's fairly early in the process, but so far so good. It looks promising for next year, but there is still a lot of information I don't have.

Building and Grounds—Waiting to hear back from the City of 3 issues. Lawn-reseeding, electronic message sign, and timeline to move Workforce Investment.

Vaccinations—The PPPR committee considered mandatory COVID vaccinations this month. Because of our high rate of vaccination (at least 88%) they chose to table the matter.

Health Information—HIPAA does not apply to libraries—nor does it apply most public or private employers. There is no way that I know of that I or anyone else at the library could violate HIPAA as it does not apply. That said, when administration is given medical information—that should not be shared. Remember, there are very few instances when an employee would be required to share medical information. Many of you choose to share. You do not need to. If the library requests medical documentation, this does not need to be specific, simply that you are unable (or were unable) to work for medical reasons. Now, COVID changes that a bit, as we have to follow public health procedures such as quarantine. When you call in sick to admin (which everyone is required to do) we will need to give you the same symptom questions that you fill out when you are at work. Depending on answers you may be required to quarantine. We ask that positive COVID results be reported to admin. Admin will then assess whether there is a likelihood of close contact with another employee and, if so, we will let the employee(s) know that they may have had close contact with a positive case and, again, quarantine protocol may be the result. But we will not tell who the positive case is. If you choose to share medical information with anyone else at the library, keep in mind that they have no legal obligation to keep it confidential. So think twice before sharing if you want to be private. And if someone shares medical information with you, likewise think twice about sharing. It is not against policy or illegal, but it could damage a working relationship. I know that all of this can me a little confusing, so feel free to let me know about questions you may have.

Exception to mask requirement—In some rare cases an individual may have a medical reason to not wear or mask. Also some individuals with developmental or psychiatric disabilities may struggle with mask wearing. So what do we do when presented with these exceptions? OSHA and ADA say that we must do what we can to offer reasonable accommodations. Examples of reasonable accommodations are curbside service and computer access in Gates lab. For programs it can get a little trickier. Please let me or your division head know if you get stumped on how to find a reasonable accommodation. We cannot think of every situation in advance. I also see no reason that such accommodations cannot be offered to someone who simply does not wish to wear a mask.

The goal should be to get them equitable library services while keeping them clearly and consistently socially distanced.

Again, feel free to reach out with questions and have a great weekend.

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