

## Friday email

**From:** [rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org)  
**Sent:** 6/26/2020 2:22 PM  
**To:** dplstaffonly <[dplstaffonly@decaturlibrary.org](mailto:dplstaffonly@decaturlibrary.org)>  
**Archived:** 6/26/2020 2:29 PM  
**Folder:** rmeyer@decaturlibrary.org/rmeyer@decaturlibrary.org/Sent  
**Attachments:** image001.png; FMLA Leave Expansion and Emergency Paid Sick Leave.pdf; Temporary Travel Policy.pdf

Good afternoon,

First of all, sorry for not scheduling a zoom meeting. My sense is that we should go back to the two meetings on the second Tuesday of the month, we'll just have to do it by zoom. And reinstate the Friday email.

**Schedule:** Next week the library will be open to the public M, W, Th from 9am to 8pm. The following week and for the foreseeable future (which gets shorter and shorter) M-Th 9a-8p and F 9a-5:30p.

**Foot Traffic:** So each of the four days we have been open, 2 days for 6 hours and 2 days for 11 hours, we've had roughly the same number of folks walk through door—about 350-370. While it may seem like that's not good, from a public health perspective spreading out the same number of people over more hours is surely a good thing. We have not approached our capacity of 305 in the building at the same time.

**Phase 4 of Restore Illinois:** I've dug into the details of this quite a bit now. Honestly it looks like nothing much will change for us. Masks and social distancing will still be required. Capacity limits will still be in force. All sanitation recommendations remain the same. About the only difference I see is this: the max number on gatherings goes from 10 to 50—while still observing social distance protocols and masks. So we have two decisions to make as I see it, and we will likely make them at Division Heads meeting on Monday. The first is whether to begin onsite programs. The second is whether to reinstate seating with social distance. As soon as the decision is made, we will make you aware of it.

**Policy Changes**—A few policy changes to make note of: Not for profit, community, and government organizations will no longer be charged a fee for meeting rooms. Please see attached temporary changes to FMLA and a Temporary Travel policy. Also, the Board has given me the authority, during times of health emergency, to make sick leave policies *less* strict. I want to encourage all of you to use your sick time if you do not feel well—especially if you are experiencing COVID like symptoms. In the case of someone experiencing those symptoms, the library will not require medical documentation except when required by FMLA. If you get to not feeling well while at work, remember we have no-touch forehead thermometers available. And please read the attached FMLA documents and become familiar.

**More About Sick Time**—We really, really do want you to use it if you are sick. This is not the time to tough it out. Toughing it out can hurt you and make others sick as well.

**Diversity Committee**—Met for the first time last night. I know Robert has done a lot of ground work in advance of this. Stay tuned. Thank you to all serving on the committee.

**Kudos**—Kudos to all again. You've made amazing adjustments on a dime. You've been creative and responsive and worked as a team. I'm really proud of all you've achieved. Let's keep that going and keep working *together*. We're all on the same team and we NEED each other's support. The only time Decatur Public Library ever seems to have any problems internally is when we forget that---thanks for *remembering*. Thanks for having each other's backs. Thanks for making each other look good. Thank you for putting our library and our community first. These have been tough times, and you all have pulled through. It's not over yet but this part is easy. Keep

the teamwork rolling—if it can be done remotely, it'll be even more amazing together.

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As usual, let me know if there are any additions, corrections, or suggestions.

Have a great weekend,

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