



Julie Milavec &lt;jmilavec@dglibrary.org&gt;

---

## COVID-19 Response and Reopening Phasing Plan draft and information going into Board packet

16 messages

---

**Julie Milavec** <jmilavec@dglibrary.org>  
To: All Staff <staff@dglibrary.org>  
Bcc: libraryboard@dglibrary.org

Fri, Apr 17, 2020 at 12:58 PM

Hi all,

I know everyone is anxious to know what the library's reopening plan is moving forward. Governor Pritzker has indicated that an extension of his Executive Order is likely, but also hinted at possible changes in the parameters. Without knowing what that means, we can see that two of the states Illinois is coordinating with on reopening plans, WI and MI, have extended their Stay at Home / Shelter in Place orders. In WI, public libraries will be allowed to begin curbside service. Does that mean it will happen in IL too? We don't know. At 2:30pm every day, you can watch [Governor Pritzker's press conference](#). I watch it as often as I can.

As you know, the management team and I have been working on our reopening plan. I am attaching two documents that are going out in the Board's packet for next week's Board meeting. First a cover sheet with a brief timeline of what has happened so far with the library regarding COVID-19 and the second is the draft COVID-19 Response and Reopening Phasing Plan. This is an overview. Procedures for specific aspects, such as cleaning protocols, are under development. This phased approach allows the library to move forward or back in phases according to the latest executive orders, recommendations for the Illinois Department of Public Health, and CDC guidance. Many of the questions and suggestions from staff are included in this, either directly or as issues to consider as phases are implemented, such as seniors only hours, limiting unattended children, and limiting the number of public allowed in the building.

The health and safety of staff and public remain our top priority. Plexiglas "sneeze guards" for public service desks are on order (fingers crossed they ship to us soon). We are actively seeking to purchase the supplies needed to implement each phase of the plan. The Mask Making Team has been assembled to help with cloth face masks for all staff. SWAN has a possible bulk purchase of face shields pending for member libraries. We are doing our best to ensure that everything we need to implement the plan is available on the first day we are able to return to the building.

Eloquence escapes me today. The most important thing to remember is that we, the DGPL community, are working together to prepare to serve the public in whatever way we can. Today, that means online meetings and planning virtual Summer Reading. Tomorrow, it may be getting ready to deploy curbside service. For now, we wait and we plan. Our time to be essential is coming.

Stay safe, take care of each other, and take care of yourselves.

Bcc: Board of Library Trustees.

**Julie M. Milavec** | Library Director

Pronouns: she, her, hers

Downers Grove Public Library

1050 Curtiss Street

Downers Grove, IL 60515

(630) 960-1200 ext. 4300

[www.dglibrary.org](http://www.dglibrary.org)



---

### 2 attachments

**8A COVID19 response and phasing plan.pdf**  
62K

**8A1 reopening plan draft.pdf**  
112K

---

**Joy Matteson** <jmatteson@dglibrary.org>  
To: Julie Milavec <jmilavec@dglibrary.org>

Fri, Apr 17, 2020 at 1:21 PM

Wow. I can only imagine the difficulty in putting all this together for our staff. I'm super impressed, Julie. Thank you for all of this. I'm really super proud of our library for stepping up to this crisis, and I know our patrons will be so grateful to us too. Thank you for your leadership. I'm so looking forward to getting back to the library when it's safe to do so.

[Quoted text hidden]

--

Joy Matteson  
Adult and Teen Services Librarian  
Downers Grove Public Library  
Pronouns: she/her/hers

---

**Julie Milavec** <jmilavec@dglibrary.org>  
To: Joy Matteson <jmatteson@dglibrary.org>

Fri, Apr 17, 2020 at 1:25 PM

It's hard to plan for the unknown, but we are doing our best! We have such a fantastic team, for which I am so grateful.

**Julie M. Milavec** | Library Director  
Pronouns: she, her, hers  
Downers Grove Public Library  
1050 Curtiss Street  
Downers Grove, IL 60515  
(630) 960-1200 ext. 4300  
[www.dglibrary.org](http://www.dglibrary.org)



[Quoted text hidden]

---

**J.R. Donasco** <cdonasco@dglibrary.org>  
To: Julie Milavec <jmilavec@dglibrary.org>  
Cc: All Staff <staff@dglibrary.org>

Fri, Apr 17, 2020 at 1:37 PM

"Our time to be essential is coming."

Thank you.

[Quoted text hidden]

---

**Fred LeBaron** <flebaron@dglibrary.org>  
To: Julie Milavec <jmilavec@dglibrary.org>  
Cc: All Staff <staff@dglibrary.org>

Fri, Apr 17, 2020 at 1:39 PM

Good stuff, Julie. Really appreciate all you are doing (every singleday!) to make things work for us and our patrons.

Fred LeBaron  
Adult & Teen Services Librarian  
Downers Grove Public Library  
[flebaron@dglibrary.org](mailto:flebaron@dglibrary.org)

[Quoted text hidden]

---

**Karen Neal** <kneal@dglibrary.org>  
To: Julie Milavec <jmilavec@dglibrary.org>  
Cc: All Staff <staff@dglibrary.org>

Fri, Apr 17, 2020 at 1:42 PM

Hi Julie,

Thank you for outlining the library's response and reopening draft plan.

The Downers Grove Public Library is closed due to covid-19. I will continue to answer emails in a timely manner.

Karen Neal  
Adult and Teen Services Librarian  
Downers Grove Public Library  
[kneal@dglibrary.org](mailto:kneal@dglibrary.org)

What I'm reading: *Always and Forever, Lara Jean* by Jenny Han  
What I'm listening to: *Lost Roses* by Martha Hall Kelly

On Fri, Apr 17, 2020 at 12:59 PM Julie Milavec <[jmilavec@dglibrary.org](mailto:jmilavec@dglibrary.org)> wrote:

[Quoted text hidden]

---

**Regina Hartnett** <[rhartnett@dglibrary.org](mailto:rhartnett@dglibrary.org)>  
To: Julie Milavec <[jmilavec@dglibrary.org](mailto:jmilavec@dglibrary.org)>  
Cc: All Staff <[staff@dglibrary.org](mailto:staff@dglibrary.org)>

Fri, Apr 17, 2020 at 1:48 PM

Thanks Julie.

On Fri, Apr 17, 2020 at 12:59 PM Julie Milavec <[jmilavec@dglibrary.org](mailto:jmilavec@dglibrary.org)> wrote:

[Quoted text hidden]

---

**Annie Jagielski** <[ajagielski@dglibrary.org](mailto:ajagielski@dglibrary.org)>  
To: Julie Milavec <[jmilavec@dglibrary.org](mailto:jmilavec@dglibrary.org)>

Fri, Apr 17, 2020 at 1:56 PM

Julie,

Thanks for sharing this.

Annie

On Fri, Apr 17, 2020 at 12:59 PM Julie Milavec <[jmilavec@dglibrary.org](mailto:jmilavec@dglibrary.org)> wrote:

[Quoted text hidden]

--

**Annie Garvey Jagielski**

Technology Trainer  
My pronouns: she/her/hers



1050 Curtiss Street  
Downers Grove IL 60515  
[ajagielski@dglibrary.org](mailto:ajagielski@dglibrary.org)  
630-960-1200 x4294  
<https://www.dglibrary.org/>

---

**Sharon Hrycewicz** <[shrycewicz@dglibrary.org](mailto:shrycewicz@dglibrary.org)>

Fri, Apr 17, 2020 at 2:06 PM

To: Julie Milavec <jmilavec@dglibrary.org>  
Cc: All Staff <staff@dglibrary.org>

"Our time to be essential is coming." Sounds very eloquent to me.

Thank you Julie.

On Fri, Apr 17, 2020 at 12:59 PM Julie Milavec <jmilavec@dglibrary.org> wrote:

[Quoted text hidden]

--

Sent from my iPad

---

**Christine Lees** <clees@dglibrary.org>  
To: Julie Milavec <jmilavec@dglibrary.org>

Fri, Apr 17, 2020 at 5:03 PM

Hi Julie,

The document for the Board looks great but I wanted to highlight two things that I would like to suggest changing/adding. A few Circ staffers reached out and were concerned that the document states that the Curbside decisions would be up to the Circulation Department, I told them that everyone would be pitching in but perhaps a verbiage change may be helpful? Also, can we clearly state in the document that staff will not be responsible for collecting returned materials from cars/trunks. I do not want staff digging around in patrons trunks as I know many will place their materials into a bag, but many will not. I think for the safety of our staff we should place the canvas bins just before the curbside pick up area and tell patrons they are responsible for placing their returned materials in the cart. I think this would severely limit possible exposure issues.

Thoughts?

Christine

On Fri, Apr 17, 2020 at 12:59 PM Julie Milavec <jmilavec@dglibrary.org> wrote:

[Quoted text hidden]

--

Christine Lees  
Manager, Circulation Services  
Downers Grove Public Library  
(630) 960-1200 ext. 4264

---

**Sandra Feuillan** <sfeuillan@dglibrary.org>  
To: Julie Milavec <jmilavec@dglibrary.org>  
Cc: All Staff <staff@dglibrary.org>

Fri, Apr 17, 2020 at 5:58 PM

Thank you Julie.

Sandy

On Fri, Apr 17, 2020 at 12:59 PM Julie Milavec <jmilavec@dglibrary.org> wrote:

[Quoted text hidden]

---

**Julie Milavec** <jmilavec@dglibrary.org>  
To: Christine Lees <clees@dglibrary.org>

Fri, Apr 17, 2020 at 6:23 PM

The intent is the procedures will be determined by Circ, not that its all yours. You just get to figure out the how.

Julie

[Quoted text hidden]

---

**Julie Milavec** <jmilavec@dglibrary.org>  
To: All Staff <staff@dglibrary.org>

Fri, Apr 17, 2020 at 6:48 PM

FTR - the bit about Circulation department and curbside service procedure is intended to mean that Circ determines the procedure, not that Circ is the only department doing it.

Julie

[Quoted text hidden]

---

**Regina Hartnett** <rhartnett@dglibrary.org>  
To: Julie Milavec <jmilavec@dglibrary.org>

Sat, Apr 18, 2020 at 7:08 AM

Thanks Julie for all your doing to keep us informed. Hope you are finding time to rest as well.

[Quoted text hidden]

---

**Kathryn Hoos** <khoos@dglibrary.org>  
To: Julie Milavec <jmilavec@dglibrary.org>  
Cc: All Staff <staff@dglibrary.org>

Sat, Apr 18, 2020 at 2:13 PM

Thank you for your leadership, Julie. It is appreciated.

Kitty Hoos  
Downers Grove Public Library  
Circulation Department

[Quoted text hidden]

---

**Suzy Miller** <smiller@dglibrary.org>  
To: Kathryn Hoos <khoos@dglibrary.org>  
Cc: Julie Milavec <jmilavec@dglibrary.org>, All Staff <staff@dglibrary.org>

Mon, Apr 20, 2020 at 10:50 AM

I appreciate that the phased reopening plan is dependent on CDC Guidelines and Illinois State Guidelines *at that time* to ensure our library consortium does all it can to ensure the health of library staff and the public we serve.

Regards---Suzy

[Quoted text hidden]

--

Suzy Miller  
Adult & Teen Services Librarian  
Downers Grove Public Library

**What I'm Reading:**