



Julie Milavec <jmilavec@dglibrary.org>

Next steps in Library Reopening Plan Phase 2, Curbside Pickup

2 messages

Julie Milavec <jmilavec@dglibrary.org>

Wed, Jun 3, 2020 at 2:51 PM

To: All Staff <staff@dglibrary.org>

Bcc: libraryboard@dglibrary.org

Hello all,

Let me begin by commending everyone who has been working curbside pickup for the incredible job you have done. You have lived up to our Customer Service Promise in the most difficult and uncertain of circumstances, learning new procedures, making changes on the fly, and all around supporting one another in making this service the best it can be. I appreciate all that you've done to make Curbside Pickup a success!

As we have all learned during the COVID-19 pandemic, change is the only certainty. With Curbside Pickup established, we are preparing to take the next steps toward Library Reopening Plan Phase 3, Limited Hours, Limited Service. But we are taking this slowly and cautiously, addressing issues as they arise.

First, the following section has been added to the Staff Policies and Procedures During Phased Reopening Plan (see attached for full document):

Use of Paid Time Off

Beginning Sunday, May 31, 2020, if an employee cannot work the minimum of 50% of their hours on a scheduled work day or on an alternate telecommuting schedule approved by their supervisor, the employee may substitute vacation, personal, or sick leave for the full amount of scheduled hours for that day (i.e. a pro-rated day for part time or 7.5 hours for full time). Use of sick leave is subject to the parameters outlined in the Personnel Policy. Your manager or supervisor will determine if your scheduled and telecommuting work meets their expectations for any given time period.

My apologies for not sending the update sooner. The management team discussed this at our meeting last week, about staff needing to take time off for vacation, illness, etc. I drafted the section, sent it to managers, who made some edits. Then I neglected to send it to all staff on Friday. Thanks, Allyson, for catching me on this! The section provides for the use of your paid time off to take a vacation, time off for illness, etc. It came up because we have staff asking about taking vacations and such. Please talk to your manager about your specific schedule and situation to determine if you need to use paid time off.

Second, expectations for staff to work in-library shifts will be increasing over the next few weeks. Curbside Pickup hours will be extended, beginning Saturday, June 20, to include weekend hours: Saturday 9:00 a.m. to 1:00 p.m. and Sunday 1:00 to 5:00 p.m. Staff shifts will begin 30 minutes prior to the start of Curbside Pickup hours, Saturday 8:30 a.m. to 1:00 p.m. and Sunday 12:30 to 5:00 p.m. Hours for Sunday will be credited at time and a half, and paid out for any time in excess of scheduled hours for the pay period.

By no later than July 6, we anticipate all staff will be working 100% of their scheduled hours, either in-library, telecommuting, or a combination of the two. Managers are working on schedules and workroom arrangements to accommodate this. Study rooms will be converted to private work spaces for staff (Thanks IT!). Partitions to go between workstations in workrooms are on order, but not expected for several weeks.

As for reopening to the public, the management team is gathering information from other libraries that have opened to the public or will be soon. We are struggling with what will work in our building that will meet our patrons needs while protecting the health and safety of all involved.

Of course these changes and expectations assume that the State of Illinois and our area continue at the same Restore Illinois Phase or moves to the next. Any regression in the Restore Illinois Phases would, naturally, impact the library plan and could result in regression within the library's phases. I sincerely hope that this does not happen!

As Emily Anderson said in March, "our time to be essential is coming."

Stay safe, stay healthy, and be well.

Bcc: Board of Library Trustees

Julie M. Milavec | Library Director

Pronouns: she, her, hers
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 **2020 05 27 Staff Policies and Procedures During Phased Reopening Plan.pdf**
152K

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

Wed, Jun 3, 2020 at 10:04 PM

Thank you, Julie, for this important update.

Karen Neal
Adult and Teen Services Librarian
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What I'm reading: *Rough Magic: Riding the World's Loneliest Horse Race* by Lara Prior Palmer

What I'm listening to: *The Stars are Fire* by Anita Shreve

[Quoted text hidden]