



Julie Milavec <jmilavec@dglibrary.org>

The next step in Phase 1 of the Phased Reopening Plan

3 messages

Julie Milavec <jmilavec@dglibrary.org>

Fri, May 8, 2020 at 1:10 PM

To: All Staff <staff@dglibrary.org>

Bcc: libraryboard@dglibrary.org

Bcc: Board of Library Trustees

Happy Friday to all! And an early happy Mother's Day!

First, I want to say how proud and grateful I am to work with such a wonderful Board and staff. Your support of our library and each other has been invaluable in this stressful and uncertain time. I cannot express how much I appreciate your words of encouragement, sharing of information and fun stuff, collaboration and creativity, and willingness to help out and pitch in wherever you can. "In adversity, you too can grow!" (Thanks, Kathy Moran, for the inspiration!) We are growing together. That is what makes us such a strong community.

We are moving forward in baby steps. We are making plans and creating procedures, but we know they will not be perfect. As my colleague Dave Della Terza from the Naperville Library said yesterday, referring to launching curbside pick up, "people don't expect perfection these days." We'll all be expected to be flexible and adapt as we learn. We can figure it out and keep moving forward, together. And we will continue to grow.

This week, we moved forward by implementing Phase 1 of the Phased Reopening Plan. The book drops reopened on Monday, May 4 with very little fanfare to make sure we were not overwhelmed with returned materials. This week, Facilities staff (and Assistant Director Jen Ryjewski) emptied the book drops regularly and placed the materials in the Meeting Room for quarantine. Managers met in the building on Wednesday, May 6 to prepare for scheduling in-library shifts and decide on our next step.

On Monday, May 11, a limited number of staff from Circulation and Access Services are scheduled to work in the library building for the first time since March 13! Circulation will begin processing materials, starting with the backlog of things that have been in the Circulation workroom since March. Access Services will begin processing magazines and ordering materials. Deliveries will resume and processing of new materials will begin. Programming staff from ATS and Kids Room, with assistance from IT, will be scheduled to record virtual programs in the library. For this week, only employees who are willing and/or volunteered for in-library shifts are scheduled to work in-library shifts. Our deepest gratitude to all who are willing to be the first staff working in the building again!

Attached is the Staff Policies and Procedures During Phased Reopening Plan. This document lays out the most current "how we're doing things" for staff. It includes everything from general guidelines for staff working in the building to cleaning and disinfecting. Facilities staff will be cleaning high touch surfaces approximately every two hours. All staff working in the building will be expected to help by taking responsibility for your own work area according to these guidelines, such as cleaning and disinfecting your shared workstation's mouse and keyboard at the beginning and end of your shift. Please do not come into the building unless you are scheduled by your manager or supervisor to work. We are limiting the number of staff in the building and tracking areas in which they are working to ensure proper cleaning and disinfecting. These guidelines will help us keep everyone safe and healthy while working in the building. If you have any questions or would like clarification, please contact me or your manager. This is a living document and will be updated and redistributed to deal with the needs of each phase, make clarifications, etc.

Thank you for answering our non-binding, informal poll about staff seeking accommodations in lieu of in-library shifts. Having an idea of how many people may seek accommodation helped us figure out a policy that is as equitable as possible. [You will be notified when required in-library shifts begin and you are required to formally request an accommodation in lieu of in-library shifts.](#)

Plans continue to launch curbside service, around May 18. SWAN has contracted with Unique Management Services to provide a web-based curbside messaging software for all member libraries. Access to and training for this software is expected to begin sometime next week. As we move to Phase 2, Curbside Service, more staff will be scheduled for in-library shifts. We're taking a week-by-week approach to scheduling in-library shifts. Again, the uncertainty is hard.

We're implementing the Phased Reopening Plan one step at a time, each step closer to our time to be essential. We are in this together, no matter where we are working from today.

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



 **2020 05 08 Staff Policies and Procedures During Phased Reopening Plan.pdf**
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Emily Kiang <ekiang@dglibrary.org>
To: Julie Milavec <jmilavec@dglibrary.org>
Cc: All Staff <staff@dglibrary.org>

Fri, May 8, 2020 at 5:09 PM

Thank you, Julie. Happy Mother's Day to all mothers on staff :)

[Quoted text hidden]

Jen Ryjewski <jryjewski@dglibrary.org>
To: Julie Milavec <jmilavec@dglibrary.org>

Sat, May 9, 2020 at 6:27 AM

I love my boss!!

[Quoted text hidden]

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Jen Ryjewski
Assistant Director
630-960-1200 x4299

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1050 Curtiss Street, Downers Grove, IL 60515