

Staff Meeting Minutes
Virtual Meeting
Wednesday, April 29, 2020
2:30pm

Present: Dee, Denise, Mary, Sarah, Fran, Karyn, Susanna, Fanda, Bonnie, Alicia, Donna, Deb. Sue, Lisa, Caleb, Delia, Steve, Yvonne, Joanne, John, Caitlin, Mark, Rose, Amy, Eileen, Carlos, Alex, Becky, Bob, Michelle, Lexi, Tess, Dawn, Sunny, Eleanor, Rachel, Mary Glavin, Ruth, Amy Chase

Denise has been attending Statewide Task Force meetings and will meet this week with the Educational Commissioner. She has also attended Board of Mayor and Alderman meetings and GMILCS meetings. Waiting for Governor Sununu to lift the stay at home order, in order to put the back to work stages into effect.

- 1st stage – some assigned at a time – no public – some desks will need to be set-up for social distancing.
- Curb side pick-up – will limit amount of materials checked out – online services will continue.
- Deliveries need to come in and scheduling people to shelve the materials that have come in.
- Stages 2 and 3 are in the future and it all depends on what the Governor Sununu does.

Building has been sanitized completely. Management team have been going into the buildings.

Mary is ordering PPE supplies and Carlos is looking into plexiglass protection at public service desks and Mary will purchase.

Any questions?

Bonnie – she knows someone who can get face masks. She will email Denise with the information.

Lexi – If staff is not working at public desks what will they be doing? They will be shelving all the materials that will be coming in and other projects put together by admin team, helping with curbside when it starts.

Bob – will there be testing requirements for City Workers? Not as of yet. All staff will wear masks and gloves will be optional.

How long does the virus live on library & museum materials? It is not known. CDC says 24 to 72 hours. IMLS and OCLC working on a study. We are quarantining materials already. Carlos is working on items returned. The Statewide Task Force is also discussing this.

Staff – for those of you who are making masks, save receipts and you will be reimbursed. Thank you. Please document your time that you have worked, this will be regular pay rather than COVID-19 not working pay.

Joanne – where can be donations be made? Denise suggested to NH Food Bank or homeless shelter (FIT/New Horizons)

Any questions please email or call Denise.

Adjourned – 3:15pm

Staff Meeting Minutes
Virtual Meeting
Wednesday, May 20, 2020
2:30pm

Present: Dee, Denise, Mary, Sarah, Fran, Karyn, Susanna, Fanda, Bonnie, Alicia, Donna, Deb. Sue, Lisa, Caleb, Delia, Steve, Yvonne, Joanne, John, Caitlin, Mark, Rose, Amy, Eileen, Carlos, Alex, Becky, Bob, Michelle, Lexi, Tess, Dawn, Sunny, Eleanor, Rachel, Mary Glavin, Ruth, Amy Chase, Bob Lord

Denise has been attending Statewide Task Force meetings and the Board of Mayor and Alderman met last night. We are the last city department to have people working in the building. Statewide Task Force will be sending their recommendations today or tomorrow. Denise, Administrators, City Solicitor and Trustees have gone over the procedures for opening.

- 1st stage – screening for everyone before they come in the building, there is a paper to sign or you may email Denise with the answer to all 6 questions. Also will be an orientation sessions to go over safety guidelines. There will be masks (required) and gloves (which are optional) located as you enter or you can wear your own cloth mask. Masks must be worn and heed the 6ft social distancing. Please wash your hands frequently. 1 hour meeting in the Auditorium will be scheduled for orientation.
- Sample below:
 - i. Have you been in close contact with a confirmed case of COVID-19? No
 - ii. Have you had a fever or felt feverish in the last 72 hours? No
 - iii. Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath? No
 - iv. Are you experiencing any new muscle aches or chills? No
 - v. Have you experienced any new change in your sense of taste or smell? No
 - vi. Do you have a temperature over 100 degrees Fahrenheit? No
- 2nd Stage – getting people back to work and shelving materials. Deliveries need to come in and scheduling people to shelve the materials that are scheduled to be returned in bookdrop. They must stay in the Winchell Room for up to 72 hours before shelving.
- 3rd Stage - Curb side pick-up – not until stay at home order is lifted -- online services will continue. Staff will be assigned at 1 workstation all day. Requests will be pulled every few hours, packages and labeled with date and name of person who requested materials. Will need signage to let public know. Only Manchester residents will be able to request books at this time. ILL's will not be taken.
- Stages 4 and 5 are in the future and it all depends on when public comes in.

Staff Meeting Minutes
Auditorium
Wednesday, July 15, 2020
9am and 2pm

Present:

AM - Dee, Denise, Mary, Sarah, Fran, Karyn, Susanna, Fanda, Bonnie, Alicia, Caleb, Delia, Steve, Yvonne, Joanne, Caitlin, Mark, Rose, Amy, Eileen, Carlos, Mark, Becky, Bob, Eleanor, Amy, Michelle, Mary Glavin, Ruth

PM – Denise, Dee, Mary, Tess, Alex, Karyn, Sue, Eileen, Steve, Dawn, Sunny, John, Lexi

Thank you for all your hard work and dedication.

Reopening –

- Masks are available to all staff – face shields are for one on one interactions and do not take the place of wearing a mask unless there is a medical reason someone can't wear a mask. Please wear your mask properly- see the e-mail Denise sent this morning to everyone with tips.
- Hours are MWF – 9-11am, 1-2pm, 3-5pm – TTH 11-1pm, 2-4pm, 5-7pm. Announcements will be made 15 minutes before we close to clean. We will not be open on Saturdays as yet, since we have no cleaning crew.
- Community Health Policy allows us to override temporarily other library policies as need to address the current situation.
- If there is a problem security phone will be on.
- Masks for public we will request that they wear one. If they do not have one, we will have some available. Patrons that will not wear mask will be encouraged to quickly complete their business and leave. Denise's goal is to not have an altercation occur. If we need to make this mandatory she will ask the Trustees for us to do so.
- Date to open – Goal is August 3rd – there was a problem with the glass shields that needs to be fixed – the ones at West Branch will go in next week so the date is still not set in stone.
- Capacity – 35 on main floor and 14 in children's room. There will be no Winchell, Auditorium or Hunt Room at this time. The NH Room will be open by appointment only and staff member will accompany them. Health Department wants to keep less hours open to the public for now so we can add rather than take away.
- Computer usage – there will be 8 Adult computers. 1 teen computer and 2 for Children's Room. The Information Desk will handle the log-on and make appoints. Each Patron, upon check in will get alcohol wipes to clean their computer before using it.
- Curbside hours – will be reduced to allow for desk coverages. Carlos will work with his crew to determine those new hours and other departments are encouraged to help out with curbside.

Staff Meeting Minutes
Auditorium
Wednesday, September 23, 2020
8:15 am and 2:15pm

Present:

AM - Denise, Dee, Steve, Carlos, Caleb, Sarah, Karyn via Zoom, Mark, Fran, Michelle, Eleanor, Fanda, Lisa, Becky, Eileen, Amy, Caitlin, Bonnie, Alex and Rose

PM – Denise, Dee, Mary, Lisa, Lexi, Susanna, Tess, Deb, Karyn via Zoom, Sunny, Yvonne, Alicia, Sarah, Carlos, Caleb, Steve

Open for 4 weeks – how is everything going? Feedback, questions or concerns.

- Numbers have been manageable – highest day was September 15th at 174 people.
- No plug-in People have been looking to plug-in but security has informed folks that the service is currently not being provided.
- Have asked folks to keep visits to a minimum. If we see numbers going up we may have to set a time limit and message that out to the community. So far most patrons aren't staying for the full two hours.
- No meetings will be held as yet due to capacity numbers.
- Will not be changing hours of operation until after the holidays.
- Still doing curbside and library is open 2 nights a week. We will not be open on Saturdays as yet.
- Couple questions have been asked about the Branch – Senior Center is not open yet and we would have to have a custodian to work on the time we are open. May be able to open for 2 hours in the afternoon. If so when should we open? Discussion ensued but no firm decisions.
- Please remember to fill out screening questions 1 hour before you come to work as Denise and Dee are reading those before heading into work themselves. If you don't fill it out you aren't allowed in the building until you do!
- If you travel outside the New England states, you will have to quarantine for 14 days – please check into the rules and regulations of the state you are going to as well. While we all need vacations now the state is not recommending residents due a lot of leisure travel!
- If new COVID-19 surge happens the plan is to go back to curbside with 2 teams – 1 team in the building the other working from home. May open on Saturdays then to help spread us out.
- Curbside in the winter. If blizzard we would close curbside. We will use children's vestibule for this and staff would not have to go outside- but we should continue to think about this.
- Board of Mayor and Alderman meeting is scheduled for October 6th and hopefully there will be a discussion about the wearing of masks in a public building's becoming mandatory. However, we haven't had any major issues with our patrons not complying with our requests.
- PPE supplies – please take only 1 mask when you enter the building as we have seen staff taking multiples. Supplies are becoming hard to get and we have exhausted our budget on these items so we are having to reallocate resources. Dee has ordered 50 masks with Library Logo printed on them and they should be in by Monday. All staff will get 1 mask which is washable, if we like them we can order more. Please remember that it is important to maintain social distances even with masks on.

Trustees – voted on closures for December 24th and December 31st. Two new Trustees have been approved as Board members: Martha Rossignol and Israel Piedra.

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Staff Meeting Minutes
Auditorium
Wednesday, October 28, 2020
8:15 am and 2:15pm

Present:

AM - Bonnie, Dee, Denise, Mary, Alicia, Carlos, Eileen, Becky, Steve, Karyn, Mark, Delia, Sarah, Caleb, Michelle, Lisa, Rachel, Rose, Dawn, Fran, Caitlin

PM – Tess, Yvonne, Sue, Lexi, Susanna, Bob, Dee, Alex, Denise, Karyn, Joanne, Deb, Sunny, Sarah, John, Steve, Carlos

Minutes approved from 9/23/20

COVID-19 How to Open the Branch -

- An idea that is being investigated is to compact our usage of space for the library and have the Office of Youth Services move in to some of our space. This has been discussed with the Trustees, Mayor Craig, Alderman Stewart, Administrators and now staff. The Office of Youth Services is currently in rental space thru June 30th. They have 9 employees but only 5 are in the office at once.
- Gail from the Senior Center has been informed of the idea as well.
- Programming could be partnered with the Senior Center for youth/seniors. We already partner with OYS for youth programs.
- Parking may be an issue once Senior Center opens. Ideas will be investigated.
- Library will take up the lower level, with Kids Corner, Teen area and computers. New materials, Best Sellers etc. Collections would be consolidated. There will also be open holds service as there was before COVID shut the building down.
- 1st Floor will be lobby and office areas for the staff of Youth Services along with meeting/makerspace room. Elevator will be available for handicapped patrons to access the lower level library or the meeting rooms upstairs just as it is now.
- Kitchen would be shared and all technical services will be move to 2nd floor. Delivery area would need to remain in the area just for ease of access.
- Top floor will be shared by Library and Youth Services.
- Branch could be open more hours with less library staff.
- Denise did discuss the need for another Security Guard to be located at the West Branch with the Mayor. This position would assist OYS, Library and Senior Center.
- Utilities will need to be calculated and those funds added to the library's operating budget.
- A cost estimate for renovations need to be collected. If funds cannot be covered by the City we can't move forward since we don't have the funds.
- If Youth Services decides to move out another City Department cannot move in unless approved by the Trustees. This would be part of a written agreement.
- All this is in the planning stage.

Library Opening –

1. We are at stage 4 right now – if there is a surge of COVID-19 in the next few months we may move to Stage 3.5 – take away all seating on main floor – set time limits on visits except for appointments for computer usage and NH Room.

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PM – Tess, Yvonne, Sue, Lexi, Susanna, Bob, Dee, Alex, Denise, Karyn, Joanne, Deb, Sunny, Sarah, John, Steve, Carlos

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Staff Meeting Minutes
Auditorium
Wednesday, November 18, 2020
8:15 am and 2:15pm

Present:

AM – Denise, Dee, Karyn, Mark, Fran, Eleanor, Becky, Rachel, Dawn, Michelle, Lisa, Rose, Carlos, Delia, Caitlin, Eleanor, Sarah S, Caleb, Amy

PM – Denise, Dee, Karyn, Fanda, Fran, Deb, Alicia, Susanna, John, Lex, Sue, Alex, Bob, Sarah S, Sunny, Tess, Steve, Caleb, Yvonne, Carlos, Joanne

Branch Update

- Architect signed off on plan. Denise working with Facilities and IT on getting quotes. This would include the cost of moving books around as well.
- Then check if City funds are available to go forward.

City Budget

- Last night's BMA meeting reported slight budget surplus. There is enough money in the retirement account for severances. Denise does not know the impact on COVID on next year's budget yet.

Foundation Donation

- Digital Credit Union donated \$7500 to Foundation. Diversity programming, training and collection development were suggestions for using funds.

Painting Project

- Walls continue to peel paint. City has \$2M project for abatement, scraping and repainting building.

Thanksgiving Weekend

- The library will be closed the day after Thanksgiving due to increased COVID-19 cases.
- BOT Chair, Bob Lord, has agreed with Denise to close with employees paid.

COVID-19 Update

- Due to spike in COVID-19, City and State Health Departments can no longer keep up with contact tracing and have begun to prioritize who they contact. More info on this is on the DHHS website.
- It is imperative that all employees practice COVID-19 safety. Maintain social distancing, wear masks, and avoid crowding. This is especially important following Thanksgiving break.
- It is okay to leave an open area if patrons are there browsing to keep social distance.
- Remember if you travel out of New England, there is a 14-day quarantine from day you return to NH.
- Security is enforcing one visit per day. Governor Sununu has not issued a stay at home at this time. We are still under the stay at home advisory as we have been since June.

Bib Records Change

- Tech Services working on changing all subject headings in bib records from "illegal aliens" to "undocumented immigrants".

Next Staff Meeting = December 16, 2020 @ 8:15 a.m. and 2:15 p.m.

Staff Meeting Minutes
Auditorium
Wednesday, December 16, 2020
8:15 am and 2:15pm
DRAFT

Present:

AM - Steve, Fran, Becky, Mary, Susanna, Lisa, Sarah, Rachel, Debra, Dee, Karyn, Delia, Caitlin, Eleanor, Sue, Amy, Carlos via zoom, Caleb, Denise, Dawn

PM – Tess, Yvonne, Sue, Lexi, Sunny, Bob, Dee, Alex, Denise, Karyn, John, Caleb, Fanda, Sarah, Mark, Alicia

Minutes approved from November 18, 2020.

Office of Youth Services -

- Collected quote with Facilities
- \$80,000 and \$100,000 for the project, can be phased.
- Work in progress

Curbside –

- Went to curbside pick-up only on November 30th – Most of the libraries are doing just curbside due to the increase in COVID-19 cases
- Going well – no problems with curbside – did have one upset patron steal the craft basket since she was unable to come into the Library.
- There will be a checklist that was made up by all Administrators at all public desks to go over what needs to be cleaned the area you have used
- New form to be completed if you are out sick by Doctor if not COVID related.

Trustees –

- Have approved hiring Librarian I position
- Book recommendations will be added to Trustee agenda

Board of Mayor and Alderman –

- Approved old police station be used for an emergency homeless shelter to be run by FIT-NH
- State DOT gave an update about repair work to be done on the Huse Road bridge this summer
- Health Department talked about the COVID-19 vaccinations – state has a detailed list on their website DHHS of the vaccination roll out.

City Budget –

- Slight budget surplus since spending has been limited. Director van Zanten is working on next years' budget as the Mayor usually requests it in January.

Foundation –

- Will be meeting Wednesday, December 16 at 3:30pm via zoom
- Appeal letters will be going out next week