[1/29 12:14 PM] Sean Gilmartin

Safety Procedure Reminder

Just a reminder that we should all be doing these during our in-building shifts.

* **We will be spraying disinfectant on our work stations before and after our shifts**
	1. Lysol spray (not Neutra Air) is required and we only need to spray a light mist.
	2. Continue to wipe down surfaces with Clorox wipes - door handles, phones ,etc.
	3. There is a bottle in the office and one at the reference desk. Maintenance has replacements.
* **Windows need to be opened periodically during our shifts (if present)**
	1. Twice during our shift we will open windows for 15-30 minutes. The flow of fresh air helps.
	2. Remember to close windows after shifts. Alarms will go off if we don't.

I haven't started opening windows myself, but let's start doing this ASAP. I'm not sure where the knob thing is to actually open/close the windows; would someone locate it and place it in the office?

Also, Re-Opening Team wanted to remind everyone that due to three new COVID strains Dr. Fauci has recommended wearing two masks. This will not be required or enforced in the Library but we wanted to make sure people knew about this recommendation.

[2/5 3:46 PM] Sean Gilmartin

Another update on re-opening

There was a lot discussed today at our meeting. I apologize, first and foremost, that there has been so many updates. There is so much we need to discuss as a department and no time to do it, but I'll do my best to get everything in here that I can.

As of today, our opening date is *Monday, March 8th*. I have stated that we would like our department to be open and accessible at that time. There are, however, some things that I would like completed first and tasks that need to be figured out.

1. Circulation is looking to startup passport services again. This means circulation staff cannot work the greeter desk alone. Like before, multiple departments will be contributing to that schedule. Shifts are aimed at 4.5 hours (I'm not a fan but that's the consensus). This will a part in our scheduling (more on that soon).
2. I am talking with John next week to see if it's possible to move the desk to where the computers are. This may not be something we can complete before open but it's on the list of things we need to get done. I'll update when I have more information.
3. Our hours will stay the same as they are now but there is an opportunity to allow more staff in at a time to do work at their desks. It sounds like the greeter, who could be us or anybody else, will be able to check people in for their browsing/computer appointments, either in AS or YS. We will not be offering computer access, however. We'll still stick with the "Grab & Go" model but w/ patrons coming and going for their appointments it would be beneficial to have someone stationed near the bottom of the stairs to greet people, make sure their mask is on, and offer hand sanitizer. Additionally, another person could be at the reference desk to help out as well. The reference desk would likely be the person who answers phone calls for holds, scheduling appointments, etc. This means we would have three public service desks that would need to be covered. Something to think about is the likelihood that we may have three people covers those desks at the same time, and it could be until 7:00 pm. So far, the idea is each department will have certain days for greeter shift. For example, maybe every Monday we cover or every Monday and Wednesday. This needs to be figured out. Additionally, we have other factors that come into play. Let's say it's summer and we are doing some in-person programs; this is one more "schedule" to think about. None of this is accounting for time off, sick days, and people calling out last minute. I would need to sit down and look at the multiple schedules, once departments start working on them, to see who can work where and when. I'll be the first to admit that it's a lot. The thought alone is a lot, but actually putting this together.
4. We also have other work that we need to be doing. There is still program planning/filming/editing, collection development (which might end up falling on the backburner), and the various other things we do. Thinking of myself, I have at least three meetings each week.

So, where does this leave us? There is a lot to think about, plan for, and execute...in a month. There's a lot of unknowns but we will continue to talk as a department, to the best of our ability, to plan for what works best for us. Please leave comments below, including suggestions and concerns. The sooner we are on the same page and agree on what is in our best favor the sooner I can present information.

Lastly, because we don't have enough to do in the next week, I need to finalize a lot of this by next Friday's re-opening meeting. My apologies for all the super big decisions and subsequent work we will all have next week. The bright side to all this, is while it will be chaotic right now it will lead to a smoother spring/summer. Thank you, all.

[4/19 1:43 PM] Sean Gilmartin

Important thread on re-opening procedures!

We've talked in the past regarding program bags and procedures for where they'll go. I know a few of us spoke, privately, in the office last week as well. The discussion centered around each department having the same procedures for patron pickup bags. Many of us felt that we were being excluded from the curbside tables; this also brought up the discussion on whether or not patrons would need to make appointments to pickup bags in our department, and if that meant having to schedule a 30 minute session in the department.

During last Friday's Re-Opening Meeting and today's Department Head Meeting we all seemed to agree on process that seemed fair across the board. This would, however, make a significant change in how we, YS, operates. The change allows patrons to come into our department freely, without an appointment. We would do away with scheduling appointments through MyLibro but would still enforce 30 minute visits and a cap on how many people could be downstairs at once (10-15 patrons).

I am in favor of this change, personally, and this is why. While more people will learn that we are open to a limited degree, our social media/sign outside/internal signage still states the importance of our "limited" opening. There will be no seating, computers, toys, etc. in YS. We are a Grab and Go service. We are still asking that only essential people visit our department and that all children be accompanied by a parent.

The biggest change would be not having to schedule people to enter YS. Patrons could freely enter YS like they do AS - the difference being that AS has computers, printer, scanner, fax and we don't. We already had an instance last week where people left AS and began walking down to YS. They were stopped by a staff member and asked to make an appointment, which they did right there. This will likely continue to happen and having to register is one less inconvenience for both staff and patrons alike.

The second, and equally biggest, change would be allowing patrons to come into our department to pickup bags. We would still notify patrons that their Explore More bags and Program Supply bags are available "at the desk", and if they cannot/aren't willing to do that, THEN we schedule a curbside pickup. This will eliminate bags upon bags being in the lobby. AS is doing this as well w/ adult and teen bags.

We have table space in our department to place bags on and this way if there are any questions or issues, we are available to handle them. I know this is a big change from what we all agreed on...but...I don't think it will change our safety in any way. We still have our shields at the desk and will still maintain a 6 foot distance; the only difference will be potentially more patrons in YS at once.

If we were to go this route, I would like to get your ideas on how we could limit/track the number of people coming into YS. We would also find a way to stop people from entering, if our cap was reached, until more patrons left. If everybody is given 30 minutes I don't really see this being a problem, especially since there isn't anything other than browsing for patrons.

Finally, I like this idea because we are juuuuuuuust under entering Phase 5. When we hit those metrics (I confirmed with Jim this morning) we will have one month before regular in-building services resume. I'm not sure about in-person programming still, but we would then allow computer use, etc.

I know this is a lot of information in one post and I wish we had a chance to talk about it during our department meeting, but I would like for us to discuss this together beforehand. My thoughts immediately go to safety and convenience for us and patrons, and I think removing the appointments will do just that.

Please let me know your thoughts. Take a few moments to think everything over and give your honest opinion. Do not let what other people say influence what you say. This is everybody's chance to speak their truth and be heard.