

Rolla Public Library  
Board of Trustees  
Minutes of April 28, 2020

- I. **Call to Order and Roll Call:** James Marcellus called the meeting to order at 4:04 p.m. Members present included: James Marcellus, Rachel White (via phone), Diana Ahmad, Brenda Linkeman, Amy Koenig, Dale Bleckman, Becky Roberts and John Denbo.
- II. **Welcome to Visitors:** Rebecca Buckley, Library Director
- III. **Library Director's Report:** Rebecca Buckley reported that the Summer Reading Program may be partially virtual. It will begin June 22<sup>nd</sup> and run through August 15<sup>th</sup>. Rebecca has been attending several webinars weekly. There are now over 3,000 likes on the Library's Facebook page. The library participated in the city's Bear Hunt that was started through social media that families could drive around Rolla to allow that kids to spot stuffed bears in the windows. Karl with PC Tech has been working on the list of technology needs when able with all of the tech people busy in town due to remote meetings, etc. The Library acquired a laptop that will be utilized for the Virtual Summer Reading Program, as it has a webcam. Derek from NU-Way Plumbing has ordered the water heaters for the three bathrooms and will be installing once items have been delivered. Rebecca did compete detailed performance evaluations for all of the staff and is ready to review with each person upon their return. A draft of the Library Director job description has been prepared and will be shared with the board at the May 21<sup>st</sup> meeting.
- IV. **Old Business:**
- V. **New Business:**
  - a. **Reopening of the Library:** Rebecca Buckley – Rebecca presented a plan with 6 levels of the Library taking to reopen back to normal operations.
    - i. Currently the Library is operating at Level 1 which is the Library is closed to the public, the book drop off is closed, only the Library Director is allowed in the building, and social media postings and email assistance with online resources is offered.
    - ii. Level 2 consists of: Library remains closed to the public, book drop will be open with a 3 day quarantine, Library Director and 2 fulltime staff members are allowed in the building, and social media postings and email assistance with online resources is offered. High priority tasks to be worked on during this time are: Virtual Summer Reading planning, staff scheduling for soft opening, curbside logistics planning.
    - iii. Level 3 consists of: Library closed to the public, book drop will be open with a 3 day quarantine, all staff members working with revised schedule and day one will be a staff meeting that will possibly be in two work shifts for social distancing, social media postings and email assistance with online resources is

- offered, virtual story time and perhaps other virtual programming will be offered, curbside pickup service begins, phone service with reference and curbside assistance begins. High priority tasks to be worked on during this time are: Virtual Summer Reading planning, marketing and recording, patron limiting measures planning to include signage making, moving furniture, etc., deep cleaning, shelving, and work with holds and call holds.
- iv. Level 4 consists of: Library open to the public (with possible limited hours), no in-person programming or meeting room usage, all staff working with a revised schedule to accommodate social distancing, social media postings and email assistance with online resources is offered, virtual story time and perhaps other virtual programming will be offered (Virtual Summer Reading Program), curbside pickup service, desk pickup service (limiting due to social distancing), phone service (reference and curbside assistance), desk service (reference and readers' advisory-limiting due to social distancing), computer usage allowed to limited patrons (only every third computer available to patrons for 30 minutes), Library Assistant working near front entrance to count numbers of patrons in building and to schedule computer or personalized reference assistance time, if needed-this staff member will also oversee online scheduling for computer and reference assistance , if needed.
  - v. Level 5 consists of: Library open to the public with regular hours, minimal programing allowed, meeting room usage allowed if low number expected in attendance, all staff working with a revised schedule to accommodate social distancing, social media postings and email assistance with online resources is offered, virtual story time and perhaps other virtual programming will be offered (Virtual Summer Reading Program), patrons have access to stacks and all of library, some passive programming for patrons (especially children-with strict social distancing and disinfecting measures), curbside pickup service, desk pickup service (limiting due to social distancing), phone service (reference and curbside assistance), desk service (reference and readers' advisory-limiting due to social distancing), computer usage allowed to limited patrons (only every third computer available to patrons for 30 minutes), Library Assistant working near front entrance to count numbers of patrons in building and to schedule computer or personalized reference assistance time, if needed-this staff member will also oversee online scheduling for computer and reference assistance , if needed.
  - vi. Level 6 consists of: Library open to the public, regular hours, programming and meeting room usage returns to normal, Library outreach resumes, all staff working with normal schedule resumes, normal services resume with a possible option for curbside delivery for our most vulnerable patrons if deemed relevant and not too time-consuming.

#### Library Gradual Opening Tentative Schedule

Week of May 11 <sup>th</sup>	FT Staff work ½ time - planning curbside service, etc.
Week of May 18 <sup>th</sup>	FT Staff work ½ time - curbside service begins M/W/F/Sa 12-4

	Thursday, May 21 <sup>st</sup> – Board meeting
Week of May 25 <sup>th</sup>	FT Staff work ½ time - curbside service M/W/F/Sa 12-4
Week of June 1 <sup>st</sup>	Friday, May 29 <sup>th</sup> – All Staff meeting
Week of June 8 <sup>th</sup>	All staff work ½ time – curbside and lobby service only
Week of June 15 <sup>th</sup>	All staff work ½ time – curbside and lobby service only
Week of June 22 <sup>nd</sup>	Thursday, June 18 <sup>th</sup> – Board meeting Tentative all access open day – Summer Reading begins

Diana Ahmad made the motion to approve, continue and adjust Level 2 and 3 as the director deemed necessary, John Denbo seconded, motion passed.

- VI. **Schedule next meeting date:** The next Library Board meeting will be Thursday, May 21, 2020 at 4:00 p.m. in the Meeting Room in the Children's Wing of the Rolla Public Library.
- VII. **Adjourn:** Diana Ahmad made the motion to adjourn, John Denbo seconded, motion passed.  
Meeting was adjourned at 4:58 p.m.