

November 17, 2020

To: Plymouth District Library Board

From: Carol Souchock, Plymouth District Library Director

Robyn Lowenstein, Human Resources and Business Administrator

Re: COVID-19 Update

As our community experiences increased COVID-19 activity we are requesting that the library move our services back to Stage 3: Curbside Pickup for the safety of our patrons, staff and to do our part in helping to flatten the curve for the safety of our community.

Our recommendation is:

Beginning Saturday, November 21 at 5 pm the Library is returning to Phase 3 of our Reopening Plan in order to ensure the health and safety of patrons and staff in response to significant increase in COVID-19 cases.

The library building will be closed to the public.

Service hours, pending available staffing, will be:

Monday – Thursday 12 pm – 7 pm, Friday and Saturday, 10 am – 5 pm

Reduced on-site staff hours with staff providing **contactless** services from the library to include:

- Expanded Contactless Pickup of library materials
- Reference & Reader's advisory via phone, email, chat, and social media
- Returns accepted through our exterior book drops
- Limited Computer access from our entrance vestibule (Phase 4 service)
- Remote Technology Support
- Printing and Faxing at no cost
- Free Wi-Fi Internet Access from the parking lot

November 2020 Board Meeting 8.1

Staff will also continue to provide contactless services from home to include:

- Virtual programs
- Remote Technology Support
- Reference & reader’s advisory via email, chat, and social media

We will NOT be providing this service previously identified phase 3 services to limit gatherings:

- Use of porch for meetings by community groups

Per our Reopening Policy the Library Director (or a person appointed by the Library Board) has the authority to:

- Cancel or eliminate services to ensure the safety and security of staff and patrons.
- To close the library temporarily for a maximum of 14 days without prior Library Board approval. The Director will notify the board president of the determination to close and the proposed duration of the closure. The board may then meet to determine if the director’s decision will be extended or the library will be reopened.

RESOLVED BY _____, SECONDED BY _____, TO MOVE LIBRARY SERVICES BACK TO STAGE 3 CURBSIDE THROUGH _____

AYES _____

NAYS _____

During our building closure staff in ALL classifications will be working in the library and from home to maintain library services.

To provide some stability to our staff during these challenging times we are asking that staff wages be paid through the end of the year, whether the library building is open or not, and this topic be revisited for further consideration at our December board meeting. Funds are available in our 2020 budget to cover these expenses.

RESOLVED BY _____, SECONDED BY _____, TO APPROVE STAFF REGULAR WAGES FOR ALL STAFF, DURING ANY LIBRARY BUILDING CLOSURES THROUGH DECEMBER 31, 2020.

AYES _____

NAYS _____