

Board of Trustees of the Charlton Public Library
April 27, 2020 3:00 P.M.
Virtual Special Meeting Agenda

1. Call to order

- a. Virtual meeting announcement
- b. Approval of minutes of February 20, 2020
- c. Next regular meeting date: May 21, 2020

2. New Business

- a. Library Staged-Reopening Plan

3. Adjournment

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict

limitation on the number of people that may gather in one place, this meeting of the Charlton Public Library Board of Trustees will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Charlton website, at www.townofcharlton.net For this meeting, members of the public who wish to listen/watch the meeting may do so in the following manner:

Join Zoom Meeting

Video Participation: <https://zoom.us/j/98423740972>

Meeting ID: 984 2374 0972

Phone Access +1 646 558 8656

No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town of Charlton website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Contact: Stefan Sage

Phone: 508-248-4559

Date of Posting 4/22/2020

Charlton Library Reopening Plan

Any phase of this plan may be shortened or lengthened dependent on circumstances. Modifications will be made as necessary.

Phase 1 (weeks 1 & 2)

Staff:

- All full time staff return to work
- library areas remain locked and *only accessible to staff*
- Masks required for all staff
- Gloves required for staff handling library materials
- 6 ft. social distancing required
- Required to keep their workspaces clean and disinfected
- Work hours for nonsalaried FT staff: M-F 9:00-5:00

Return of Materials:

- Publicity campaign to inform patrons that they may return library materials but may not check out books at this time
- Book drops are returned to outside the library
- Return bins or carts are placed in the lower level lobby (at least 6 ft. apart). Return bins in the lobby are labelled “adult and YA materials” and “juvenile materials”
 - One patron/family will be allowed in the lower level lobby at one time
 - Outside queue lines will be marked off at 6 ft. intervals
 - Staff will monitor how many patrons are in the lobby and be available to answer questions
 - NO patrons will be allowed inside the library proper.
- Once carts / drop boxes are full; items will be put into quarantine
- Items will remain in quarantine for 72 hours
- Quarantined items will be stored in the Community Meeting Room in sections sorted by “day they were returned and sanitized”
- After the 72 hour quarantine period, items will be checked into Evergreen and put back on library shelves or routed for delivery

Other

- Resume accepting mail and vendor deliveries
- Resume processing of library materials

Phase 2 (weeks 3 & 4)

Continue phase 1 steps for returns; library areas are still accessible to staff only; part time pages return to work

Holds Pickup

- Patrons will be allowed to place orders for physical library materials that are on the shelves of the Charlton Library (this assumes that statewide delivery will not be in place yet). Patrons may place orders online or by phone. Online ordering is preferred.
 - Library of Things items will not be eligible for circulation
 - If a hold is placed via phone, staff must then enter those holds in Evergreen. This ensures that we are placing the hold for the correct patron by verifying card information and that the items are currently available
 - Be aware that an item may have an available status but may not be on the shelf as it could be in quarantine.
 - Ask patrons if they would like us to pick alternate titles if what they are requesting is unavailable
- Staff check Pull List every half hour
 - Goal is to accommodate pick up within 45 minutes of placed order
 - Staff will all work as a team to pull orders
- Items will be checked out, sanitized and put in paper bags by staff wearing gloves. Bags will be picked up in the lower lobby.
 - Staple bags closed for patron privacy
 - Using black marker, write the patrons first initial and last name on the bag and date and time the order was completed

- Staff will call patron to notify them that the order is ready
 - Place bags in alphabetical order on tables in the lower lobby
 - Patrons have 24 hours to pick up their order; after 24 hrs. the order will be reshelved (quarantine not necessary)
 - One patron/family will be allowed in the lower level lobby at one time
 - Outside queue lines will be marked off at 6 ft. intervals

Printing

- Patrons that 'have to' print emergency documents will be helped remotely
 - Tax bills
 - Unemployment applications
 - Resumes
- Direct patron to forward document to charltonlibrary.org email address
 - Staff will print document
 - Place in large envelope
 - Using black marker, label with first initial and last name
 - Place with holds pickups in the lower lobby
 - No charge

Faxing

- Only documents that can be sent to us via email at charltonlibrary.org
 - Staff will print document
 - Place in large envelope
 - Using black marker, label with first initial and last name
 - Place with holds pickups in the lower lobby
 - No charge

Phase 3 (weeks 5- ?)

Patron Use of the Library

- Patrons will be allowed back in the building in a limited capacity; both entrances of the library will be open.
 - Patrons may use the online reservation system to guarantee a time to use the library
 - time will be forfeited if they are late by more than 5 minutes
 - Patrons may walk-in but are limited to the following:
 - Social distancing rules must be followed
 - Patrons must wear masks; library will have masks available for those who don't have them
 - 10 customers on adult floor
 - 1 family in the children's room at a time
 - half hour maximum time limit; sign in sheet at each desk to document time spent in building and for contact tracing if necessary
 - 1 person per study table (move or close table to accommodate 6' rule)
 - some public computers will be unavailable due to social distancing rules; disinfectant wipes will be available at computer stations
 - Upholstered furniture will be temporarily put into storage

Circulation

- Circulation desks re-open
 - Only 1 checkout station open per floor
 - Taped off lines 6 ft. apart for checking out
 - Plexiglass shields at each checkout station; patrons/staff slide materials under shields
 - Staff continue to wear masks and gloves at check out stations
 - Library of Things are not available for circulation

- Delivery resumes and hold placement and pick up returns to normal

- Patrons may return materials via the outside book drop or inside the building using the book drops at each circulation desk

Meeting Rooms/Building Use

- No room reservations with the exception of study rooms
- No programming
- No meeting room use by any groups
- Learning manipulatives/toys removed
- No playing in building
- Book Sale Room will be open: 1 person/family allowed in the room at a time
- No coffee sales; machine is available for staff use only
- No snack sales
- Staff only allowed in the Director's office, YS Director's office and Tech Services; social distancing rules apply. No patrons or vendors will be admitted to these areas.

Phase 4: full operations resume