

# **Negaunee Public Library Board**

**10:00 a.m. May 19, 2020**

**Via Zoom teleconference**

Telephone:

Dial +1 312 626 6799

Meeting ID: 818 4110 8047

Password: 550050

Computer/tablet/iPad/smart phone:

<https://zoom.us/join>

Meeting ID: 818 4110 8047

Password: Negaunee

1. Call to order
2. Public Comment
3. Unfinished Business
  - a. Library reopening plan
4. Adjourn

Next meeting: June 16, 2020

Officers:

President: Al Sundine

Vice President: Laura Jandron

Secretary: Jenny Jessee-Beck

# Negaunee Public Library

## Reopening Plan

The Negaunee Public Library is working on reopening our library for in-person services to meet the needs of our community. Once there are no prohibitions at the state level, such as the executive order closing libraries and museums; approval from the Marquette County Health Department to offer services; approval from the Negaunee city manager; and, ideally, no known, confirmed cases in the City of Negaunee or Negaunee Township; we will work to reopen the library in five (5) phases.

We may need to adapt the activities during any of these phases, and we may need to revert to previous phases should health and safety require us to do so. Advancement between phases will be based on guidance from health, administrative, and library organizations. It will also depend on whether our staff feels safe and comfortable in moving forward. We are not setting dates for any phase beginning or end, due to the changing nature of the situation.

Library staff is adopting protocols for workspace and personal cleanliness, to ensure the risk of transmission is as minimal as possible.

We do ask that if you are feeling unwell, to please not visit the library. Give us a call at (906) 475-7700 ext. 18 to renew your items, or visit us online.

### **Phase 1:**

Minimal contact curbside services. This will be for Negaunee Public Library items only; we do not anticipate interlibrary loan services being available right away. You will be able to go online to request books (place holds) or call the library at (906) 475-7700 ext. 18. We can also provide tax forms, bookmarks, and library card registration forms at this time. Library staff will wear masks and single-use gloves to bring the items to your vehicle. We will place your items in your trunk or on an empty passenger seat. If you are on bicycle or foot, we will set your items on the dry ground and back away to maintain six (6) feet of distance. Library dropboxes will be available. Materials will be quarantined after return, and unavailable for at least 3 business days.

### **Phase 2:**

Expanded curbside services. In Phase 2, we will offer more transactions, such as faxes, copies, printing, and fine payment. Checks and cash will be accepted. Donations to the Friends of the Negaunee Public Library book sales will be accepted in bags or boxes, provided that the donor feels well. Mask use is encouraged. Library staff will wear masks and single-use gloves for all transactions. Materials will be quarantined after return, and unavailable for at least 3 business days.

**Phase 3:**

Limited library access. In all phases, we will continue to offer curbside services. Masks will be required except for infants and those unable to wear masks, and will be offered on a limited basis. Computers will not be accessible. The number of patrons allowed in the library space will be limited and enforced. No indoor meetings or events will be held, but outdoor, socially distanced events may be held with permission of the city manager. Library staff will wear masks and single-use gloves for all transactions. Materials will be quarantined after return, and unavailable for at least 3 business days.

**Phase 4:**

Expanded library access. We anticipate this may coincide with schools reopening. Computer use will be limited, and computers will be cleaned after each use. Small indoor meetings and events may be held. Depending on guidance from health and city officials, masks may still be required for patrons and library staff. Library items may still be quarantined after return, as well.

**Phase 5:**

Normal library functions. Phase 5 will begin based on guidance from the Marquette County Health Department and the city manager. This may coincide with the widespread availability of a vaccine, or the end of the COVID-19 pandemic (as determined by the World Health Organization or the Center for Disease Control). The library will function at full capacity and functionality. Curbside services will continue to be offered, for those patrons who request it.