

Online meeting. Link for public attendance:

<https://us02web.zoom.us/j/86530522700?pwd=ZC9IM1VHVHp2ZmxVazBTQTJWYnI5QT09>

Passcode: 157974 Webinar ID: 865 3052 2700

This link is also available at <https://carbondalepubliclibrary.org/upcoming-committee-meeting-agendas/>

For telephone access dial: 1 312 626 6799.

MINUTES

Statement prior to start of the meeting.

The Committee Chair determines that an in-person meeting is not practical or prudent because of the statewide COVID-19 disaster. This meeting is being recorded.

Call to order.

Don Prosser read the above statement and called the meeting to order at 3:04 p.m.

Roll call.

Introductions, audience and visitors. Visitors are asked to introduce themselves at this time and present any issues they wish to discuss. Visitors wishing to address specific agenda items will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes. The Library Board may cut short any comments that are irrelevant, repetitious, or disruptive. (Id. at 1425-26).

In the webinar environment participants may type questions or statements into the Q&A at this time and may request access to speak during this portion of the meeting via the Q&A or by using the hand raising function.

Trustee committee members present: Don Prosser, Barbara Levine, Susan Tulis

Staff members present: Diana Brawley Sussman, Jennifer Robertson

Policies and procedures for various scenarios.

1. Review Emergency Scenarios Survey and plan for each scenario. Discuss and plan for any other policies and procedures related to COVID-19.

The following determinations were made by consensus and are to be considered procedure, rather than policy, to allow for flexibility:

- A. What will our library do if Illinois or our local area reverts to Phase 3 of the Restore Illinois plan?
 - a. Note: though we are currently in phase 4, we are essentially voluntarily operating under phase 3 guidelines.
 - b. The library would remain open in phase 3, but would limit patrons to 20 at a time. The Director would determine staffing levels.
- B. What will our library do if Illinois or our local area reverts to Phase 2 of the Restore Illinois plan?
 - a. The library would offer curbside service only. The Director would determine staffing levels.
- C. What will our library do if Illinois or our local area reverts to Phase 1 of the Restore Illinois plan?
 - a. The library would close entirely (no curbside) and staff will work from home (except for absolutely essential operations).
- D. What will our library do if one of our staff are diagnosed with COVID-19?

- a. If the staff member has spent time inside the library at any point in the previous ten days we will close the library and have all staff tested for COVID-19, returning to operations when enough staff have tested negative.
 - b. Staff would be paid while awaiting results and will work from home to the extent that they are able to do so.
 - E. What will our library do if a staff member has been directly exposed to someone diagnosed with COVID-19, but their own test results are not yet available?
 - a. The library will remain open. The staff member will remain in quarantine, returning to work once they test negative and have had no further physical contact with the sick person.
 - F. What will our library do if a staff member got tested because they weren't feeling well, but now they are feeling fine and their test results will not be available for several days?
 - a. We will require the staff member to stay home until they receive a negative test result.
 - G. What will we do in the above scenarios if testing is not available?
 - a. The employee may return to work when they (and/or the member of their household who was feeling ill) have been symptom-free and fever-free for three days.
 - H. What will our library do if we are too short-staffed to open due to employee illness, quarantine, or childcare shortages?
 - a. The Director would decide what action to take in the immediate term; then the committee would meet.
 - b. Options might include a combination of reduced hours and curbside service with closure as a last resort.
 - I. What will our library do if we learn that a patron who has been in the library has been diagnosed with COVID-19?
 - a. The library would remain open. We are already taking every safety precaution and operating as though every person is potentially contagious.
 - b. Most likely (if reported by the health department) we would not know who the person is. If the person self-reports to us, we would ask our staff if any of them had been technically exposed to the person (within 6 feet for 15 minutes or more). If yes, any exposed staff members would be tested and quarantined.
 - J. What will our library do if our local school(s) close due to positive cases of COVID-19?
 - a. Our library will remain open (school closings will not be our deciding factor).
 - b. We have a 2-hour limit for visitors. We've not had problems this summer with unattended children. Our policy is that children under 10 must be accompanied by an adult. If we start to see patrons treating the library like a childcare we will address that issue separately, perhaps amending the age restriction.
 - K. Is our library requiring staff to quarantine themselves for 14 days (and/or to get tested for COVID-19) before returning to work after they have traveled to a "hot spot" state?
 - a. No. We are asking our staff to use abundant caution everywhere.
2. Discuss and plan for any other COVID-19 emergency scenarios that may arise.
 - a. If any other situations arise the committee will meet.
 3. Discuss how we would like this committee to proceed, proactively, and in response to unanticipated emergencies (COVID-19 or not) as they arise.

a. The committee will meet as needed for COVID-19 related issues. This committee is not concerned with addressing other types of emergencies at this time.

b. The Director and/or staff are welcome to reach out to Don Prosser as needed.

Adjournment.

Adjourned at 4:10 p.m.

Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director