

Carbondale Public Library Emergency Policy Committee. Monday, November 16, 2020. 11:00 a.m.
Online meeting. Link and phone number were available for public attendance.

AGENDA

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.

Called to order at 11:08 a.m.

Roll call.

Trustee committee members present: Barbara Levine, Susan Tulis

Trustee committee members absent: Don Prosser

Staff members present: Diana Brawley Sussman, Jennifer Robertson, Lynette Miller

Visitors: None.

Policies and procedures for various scenarios.

1. Discussion and decisions regarding current service provisions in light of state guidance.

Discussed options. Decided by consensus that we would continue with curbside-only service and attempt to incorporate appointments for the following:

- Computer use for non-entertainment purposes
- Proctored exams
- Social work

We will design a system to offer appointments during a limited number of hours to 3-4 computer-users at a time, leaving that number to the discretion of the Director and staff. Social Work Interns will make their own appointments, and will discourage people bringing anyone along with them who does not need to be there. Appointments will be limited to 3 days per week per person with some flexibility for extenuating circumstances. Patrons must make their appointment in advance. They will be met at the door for a sign-in process and wellness check, instructed about strict rules around properly and perpetually wearing a mask. The time limit in the building will be 90 minutes. No browsing. Only specific computers will be used and we will clean them between users.

2. Discussion and decisions regarding service provisions for potential future restriction levels as outlined in the revised Restore Illinois Plan, including periodic un-mandated state and local guidance.

It is difficult to have a black and white plan. Right now the verbal requests from the Governor ask for people to voluntarily restrict themselves beyond the measures listed as Tier 2. It feels pretty safe to do curbside. We will see how appointments are going and decide whether to continue them if additional "lock down" measures are put into place. Staff committee members will consult with one another and reach out to the Board President or (if unavailable) the Vice President for their input if needed. The committee can meet again if needed. Committee members can reach out to the Director with any suggestions or concerns.

Adjournment.

Adjourned at 12:00 p.m.

Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director