

Emergency Board Meeting 4-29-20

Meeting called to order at 6:02

Present: Gentis, Tabor, Smith, Johnson, Ramsey, and Brown

New Business: Change order: PCO 33

\$22,004.42 for. . . . Contractor to provide new carpet, paint and wall base in TECH SERVICES 111, RESTROOM 112, OFFICE 114, AND CHILDREN'S OFFICE 144.

PCO 33 would allow CME to schedule replacing the carpet in the library for areas that were left out in the original bid.

Tabor moved to approve PCO 33. Ramsey seconded. Passed 5-0

Phase 1 reopening:

The library was given the green light to define itself as "education" and offer curbside service with this latest stay-at-home order.

-Staff will come back into the building on May 4th. Time will be spent prepping the building.

-Holds will be reinstated on Wednesday May 6th.

-Curbside will be scheduled to start on May 12th.

-Curbside will be offered Tuesday, Thursday and Friday from 11-1 pm and 3-6 pm in both locations.

-Patrons may place items on hold online or call in for holds.

-The hold limit will be raised to 25.

-Books from the book drop will be checked-in and remain in quarantine for 2 days. After the 2 day quarantine, they may be shelved or moved on to the next patron hold.

-The library will offer curbside collections in which a patron asks for 20 picture books and we just pick 20 picture books. Or 5 mystery novels etc.

-The holds notifications will be disabled and staff will call and schedule patrons for hold pick-ups.

-We will schedule pick-up times on an excel sheet on shared documents so everyone can schedule at the same time.

-The library will start taking holds on Wednesday, May 6th and schedule pick-ups to start on May 12th. Bluffton will have 10 spots every 30 minutes and Ossian will have 4 spots every 30 minutes.

-Before a pick-up time is scheduled, staff will make sure they do not owe for Lost items, if they owe for Lost items, the patron must pay for the items first or return them before they can schedule a pick-up time.

-We will take Name, Phone number and Library card number when scheduling hold pick-ups.

-Patrons will not be allowed to schedule their pick-up time until their items are trapped and are contacted by staff.

-All returns need to be returned in the book drop.

-Signs will direct patrons to curbside pick-up and then signs with instructions at the park spots for pick-up. Patron will call-in once they have arrived.

-Items will be checked-out and labeled at the delivery door before scheduled pick-up.

-Items will be placed in the patrons trunk, hatch or boot.

-If a patron does not have a car, there will be a drop zone table where they will call-in. They stand 6 feet from the table, the staff member drops the items backs away. Then the patron retrieves the items.

-Patrons will have it explained to them that they need to call-in once they arrive. If they do not have a mobile phone, the person taking the call needs to note this on the schedule so the curbside carhops know to keep an eye out for someone not being served. If you see someone sitting in a spot and not calling in, please ask them what they need. They may have lost their phone or run out of minutes etc.

- Fines will be waived until the library is open.
- No charge for movies.
- Limits on items will remain.
- DVDs must be returned before next pick-up scheduled. Patrons will be allowed to check out another 6 but they need to return the 6 they have when they come for holds.
- Cake pans will be circulated
- Art prints will not be circulated

Adjourned at 6:32

Board President, Kim Gentis

Secretary, Angie Smith