

## **Prescott Public Library Board of Trustees Emergency COVID-19 Meeting Minutes March 16, 2020**

**Present:** Carissa Langer, Jerry Klasen, Susan Oney, Anne Kressly, Penny Peterson

**On Phone:** Dave Finley, Galen Seipel

**Absent:** Amy Fiege

**Call to Order:** Anne Kressly called the meeting to order at 6:37pm with a roll call of Board members confirming that a quorum was present. This meeting is in compliance with the open meeting law.

**Agenda:** A motion to accept the agenda for March 16, 2020 was made by Jerry Klasen, seconded by Penny Peterson, and carried.

\*A motion to move March's board meeting information and updates to April 16, 2020, was made by Jerry Klasen, seconded by Penny Peterson, and carried.

\*A motion to approve emergency closing policy and procedure, was made by Jerry Klasen, seconded by Penny Peterson, and carried.

\*Discussion and action on COVID-19

### **COVID-19 Internal Plan Prescott Public Library**

#### **Prevention**

The best way to prevent illness is to avoid being exposed to the virus

- **Wash your hands** often with soap and water for at least 20 seconds
  - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
- **Avoid close contact**
  - Distance yourself from others (6 feet away)
- **Stay home if you are sick**
- **Cover your mouth/nose if you cough/sneeze (use tissue and throw away)**
  - Wear a mask only if you are sick
- **Monitor**
  - Separate employees who are exhibiting respiratory illness symptoms and send them home
- **Disinfecting**

- Clean/sanitize frequently touched surfaces and objects (2-3 times per day)
  - Use disinfecting wipes for: desks, computers, keyboards, mouse, copier, printers, fax machine, door handles, etc. (daily)
  - Use disinfectant cleaner for: tables, desks, counters in back, kitchen area in Mississippi Room, break room etc. (1x/week)
- Disinfect/clean library materials (ongoing)
- Wash and remove toys from kids area
- Disinfect toys in Mississippi Room (weekly)
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### **Level 1**

- Follow prevention measures listed above
- Create social distancing
  - Stay 6 feet apart (from others)
  - Encourage patrons to use the self-checkout station
  - Staff should use standing circ station to keep distance
- Put signs up with information regarding:
  - COVID-19
  - Hand washing
  - Coughing
  - Respiratory illness
  - Flyers with information from local, state or federal health departments
- Have hand sanitizer and tissues available for staff and public (make sure it is accessible and full at all times)
- Inform patrons to call Pierce County Health Department directly with questions or call 1-877-943-2211
- Library board meetings:
  - If any library board member is exhibiting respiratory illness symptoms, do not physically attend meeting.
    - Have the option to attend virtually or by phone (follow state statues/laws for this option)

### **Level 2**

- Follow prevention measures listed above
- Continue to follow level 1
- Cancel library programs
  - Find possible alternatives for programs (ex. FB live story time)
  - Cancel open playtime after Story time on Fridays
  - Meeting Room use
- Inform staff & public
  - Post on social media and website
  - Post flyers in building about cancellations

### Level 3

- Follow prevention measures listed above
- Continue to follow levels 1 & 2
- Close library to public, but keep open to staff
  - Staff will work on projects, training, cleaning, etc.
- Follow Emergency Closing Policy
- Create a pick up system for patrons (possibility, but not for sure)
  - Patrons must order items online and staff will process
  - No browsing in library
- Any staff showing signs of illness or live with someone who is sick, must stay home
- Inform staff & public
  - Post on social media and website
  - Newspapers (Pierce County Journal)
  - Post flyers in building about cancellations

### Level 4

- Emergency closing of the library for patrons and staff
  - Appointed staff come in and complete daily tasks (i.e. dropbox, paging slips)
- Follow Emergency Closing Policy
- Continue to follow levels 1 & 2
- All materials must be wiped with disinfectant and/or quarantined
  - Drop boxes will be closed
  - Requesting patrons keep items until we reopen
- Library staff: have daily skype/Face time/conference call meetings
- Staff may work remotely/online

Library is currently operating at Level 2

\*A motion to move to Level 3, was made by Penny Peterson, seconded by Jerry Klasen, and carried.

Library Director can move to Level 4 at her discretion.

Delivery has been canceled until April 5, with April 6 projected reopen date.

Hot Spot checkout during the COVID -19 will be set by the Library Director.

\*A motion to close library to patrons on March 18, 2020, was made by Jerry Klasen, seconded by Penny Peterson, and carried.

\*A motion to pay the library staff during the library closure due to COVID-19, was made by Dave Finley, seconded by Galen Seipel, and carried.

**Adjourn:** A motion to adjourn the meeting at 7:15pm was made by Jerry Klasen, seconded by Penny Peterson

**Next Meeting:** Thursday, April 16, 2020 6:30 p.m.

Respectfully Submitted,

Susan Oney

## **PRESCOTT PUBLIC LIBRARY EMERGENCY CLOSING PROCEDURE**

If existing emergency conditions pose a significant health or safety hazard (ie. weather, road conditions, or illness) to the public or library staff, follow the procedure below:

1. Director will make the decision to close the library. If director is not available, the staff person in charge will make the decision to close and notify the director as soon as possible.
  - a. Check weather and road reports, announcements from schools, local, county and state government and emergency management officials.
2. Director (or designee) will notify all staff members of the closing to give staff enough time to adjust their schedules.
3. Follow closing procedure
4. Post signs:
  - a. Both Borner Street and Parking lot doors
  - b. Library doors/window (if City Hall remains open)
5. Post library closing on library's social media & website
  - a. If you are not able to, contact the Director or designated staff member responsible for updating the website and social media accounts.
6. Contact major local media outlets
  - a. Radio stations
    - i. KDWA 1460 AM Hastings | 651-437-1460
    - ii. WEVR 1550 AM & 106.3 FM River Falls | 715-425-1111
  - b. Newspapers
    - i. Pierce County Journal (if major disaster)



800 Borner Street North  
Prescott, WI 54021  
715-262-5555

## **PRESCOTT PUBLIC LIBRARY EMERGENCY CLOSINGS**

The decision to close the library during an emergency will be made by the library director or the director's designated representative. The library director shall close the Prescott Public Library whenever, in their judgement, existing emergency conditions pose a significant health or safety hazard to the public and library staff. In addition, if emergency conditions make regular operation of the library and its services impossible, the library will close or remain closed.

If the library will be closed, an announcement will be made to major local and social media outlets as soon as possible. Signs of the closing will also be posted on the parking lot and Borner Street doors along with the library doors (if City Hall remains open).

As described in the Library's emergency closing procedure, the library director (or designee) will notify all library staff of the closing. Staff members scheduled to work may call the director, check their library email, Facebook page or website for verification of the closing.

If there is a question of closing the library in the evening, the staff person in charge will contact the library director for a decision. If the director cannot be reached, the staff person in charge will make the decision and notify the director.

If impacted by an emergency closing, full-time salaried staff, full-time hourly staff and part-time hourly staff working more than 20 hours per week or more must make up missed work time within the same pay period. Full-time salaried, full-time hourly staff and part-time hourly staff working more than 20 hours per week or more may also substitute accrued vacation, sick (if ill or injured) or floating holiday or request leave without pay if other leave accrual balances have been exhausted. In the event of a major disaster, pandemic or any mitigating circumstance, the Library Board or Library Director may take the initiative to suspend this provision.