

Memorandum

To: MPL Board of Trustees
From: Kristin Stoeger, Library Director
Re: MPL COVID-19 Plan - *update June 2021* (LOW level)
Date: June 9, 2021

As the pandemic continues to wane, and we are phasing out of threat restrictions as operationally feasible, I propose we resume normal policy oversight & operational management structure for Library operations.

This would remove the need for the Library Board to approve individual aspects of Library operations, and would instead revert back to normal Library operations as established under state statutes. This means the Board would no longer review the updated action plan at each Library Board meeting. It would also enable the Library to be more agile as we transition back to normal operations as Library management would not need to wait for Library Board meetings.

My recommendation is for Library staff to continue transitioning back to normal services in alignment with Wisconsin DHS and CDC recommendations, as well as staff capacity. I would continue to keep the Board informed through the Director's report and emails as to the ongoing changes and movement to resume normal operations.

This would mean all services and resources would begin to be transitioned back to normal over the upcoming months, with a priority focus on key areas such as circulation and public computer access and a lower priority on enhanced services such as toys and Idea Box access.

There are a few elements we intend to retain beyond the pandemic, as it has provided for increased customer services. Here are those elements we plan to permanently retain:

- UV filtering lights will be integrated permanently into normal HVAC maintenance and operations
- Onsite and virtual programming options: we are currently developing how this might be structured. There is a continued demand for virtual programming, especially for adults. We will be looking to find that balance moving forward for the greatest impact along with staff capacity
- Online Beanstack platform will be integrated fully into our offerings moving forward
- Curbside pick-up will be integrated permanently
- Remote work approved on a case by case basis in alignment with our telework policy

- Virtual meeting software will remain accessible for staff for external and internal use purposes
- Hand sanitizing stations throughout the building
- Material donations: We will accept small donations at any time. Small donations are defined as up to one grocery bag. Larger donations may be accepted by appointment only.

Here are areas of operations which we are transitioning back toward normal this month, per Board approval to move this route:

- Resume normal weather emergency procedures
- Inspection/quarantine of donations will resume normal procedures
- Resume normal volunteer services
- Resume normal meeting room public access
 - This is still in transition as we move furniture back out on the floor (Franklin Street Room)
 - Board Room and Balkansky Community Room are already available to the public
- Large group programming: we will continue to monitor the recommendations by DHS and CDC
 - Programming is planned three months in advance. All programming through August is already planned and scheduled. We will be looking to continue onsite programming in the Fall 2021
- Toys accessible in Youth will transition back onto the floor (**The circulating toy library is already fully accessible. This refers to the toys for onsite play**)
- Idea Box: re-open for public use
 - Additional programming and badging opportunities will be scheduled for fall 2021
- Resume normal public computer use and access
- Remove restrictions in teen area (Xbox and Board games onsite)
- Resume normal One to One Adult Literacy Partners operations
- Staff are allowed to travel outside the state for conferences or training

Otherwise, here are the remaining areas in need of transitioning back to normal service levels. I have also included information on key factors we will be looking for to transition back to normal for these areas:

- Resume normal weekend operating hours effective July 30
 - Dependent on staff capacity and hiring/training of open positions
 - Board approved at May Board meeting
- Physical barriers at staff service points
 - Dependent on the recommendations by DHS and CDC
- Homebound services normal operations
 - Dependent on restrictions for our partner locations

Thank you for your consideration.