

Martinsburg-Berkeley County Public Library Commission
Committee Meeting Minutes
Martinsburg Room, Martinsburg Library
3:00 PM, June 10, 2020

Scott Campbell, Chair, called the meeting to order at 3:00PM.

Present: Scott Campbell, Chair; Gary Wine, Vice Chair; Sara Douglass, Treasurer; Billie Grey, Secretary; Karen Greenfield; Gretchen Fry, Librarian. Absent: None.

A quorum being present, the Unfinished Business on the agenda were considered. The Chair attended virtually, so the Vice Chair presided.

Unfinished Business:

The Martinsburg-Berkeley County Public Library Reopening Plan – Revised 6-10-2020 was discussed and amended. The Plan was approved as revised on a Douglass/Greenfield motion by voice vote without objection. The revised Plan is attached.

The Draft Covid-19 Policies were discussed and amended. The Policies were approved as revised on a Douglass/Greenfield motion by voice vote without objection. The revised Policies are attached.

The Greenfield/Douglass motion to adjourn was approved by unanimous voice vote and the meeting adjourned at 3:48PM.

Respectfully submitted,
Billie J. Grey, Secretary

Martinsburg- Berkeley County Public Library Reopening Plan- Revised 6-10-2020

The library will follow state, federal, and local safety guidelines, including those outlined by governor Jim Justice, West Virginia DHHR, the Berkeley County Health Department, and the CDC.

Phase 1: Library buildings closed, virtual services offered. Full-time staff work

- [?] Services:** Patrons can return materials in book drop. All fines waived. Patrons can talk to library staff via phone Monday-Friday. Weekly virtual programs and e-materials available. Summer Reading program will be offered through the “Beanstack” app starting June 1st.
- [?] Procedures:** All library materials that have been returned are quarantined for 72 hours prior to processing. Staff are not permitted to gather in groups larger than 5 and meetings are held via Zoom. Limit of 15 employees in the building in Martinsburg. Limit to three employees at each branch. Employees maintain strict social distancing and wear masks. Employees are encouraged to work from home when possible and sick employees are required to stay home.

Phase 2: No contact pick-up (We are in this phase)

- [?] Services:** Patrons are able to schedule a time to pick-up library materials in the vestibule (North Berkeley- Drive Through). Paper Summer Reading packets can be picked up starting June 1st. We may consider by appointment services.

- [?] Procedures:** Library staff will sanitize all high-touch surfaces frequently. Patron schedules a time to pick-up materials via phone. Employee checks out materials to patron and places materials in a bag in the lobby. Patron enters library vestibule (space between outer and inner doors) and picks up bag labeled with his/her name. Patrons will be instructed to wait outside (six feet away) if another patron is picking up materials in the vestibule. Martinsburg Library: Patrons have to ring bell and be buzzed into vestibule one at a time (employees are **NOT** present in the vestibule). Musselman- South Berkeley and Hedgesville Library: Materials will be placed in vestibule for patrons to pick-up (employees are **NOT** present in the vestibule). North Berkeley Library: Patrons use drive-through window.

Phase 3: Open Building to public with limitations (Start June 22 10-5 M-F; Open normal hours starting July 6th)

- [?] Services:** Patrons will be able to browse for materials and checkout-books. No-contact and drive through service will also be available. Computer use, printing, notary, and faxing will be available. Passport by appointment only starting July 6th. Meeting room use and library programs will not be available.
- [?] Procedures:** Staff will limit number of people in building based on current guidelines. High-touch surfaces will be sanitized frequently by staff. Restrooms cleaned twice a day. Sneeze guards will be installed at all service desks. Library personnel will wear masks (gloves optional). Patrons who enter building will be asked to wear mask, and given a mask if they don't currently have one (if we have supplies). Patrons who are coughing/sneezing will be asked to leave the building if they refuse to wear a mask. Gloves and hand sanitizer will be available for patron use. Computers are spaced six feet apart, sessions will be limited to 1 hour, and staff can remote into computers to help patrons. Staff will sanitize keyboards between sessions. Extra seating will be removed. Children's toys will not be available. Procedures from phases 1 and 2 will be in place.

Martinsburg- Berkeley County Public Library
Covid-19 Policies
Approved 6-10-2020

Library Services

For the safety of patrons and staff, once the library buildings are reopened, the following services will be restricted.

1. The number of patrons allowed in the building will be restricted based on current guidelines.
2. Most of the furniture will be removed to promote social distancing (*WV Strong-Guide for museums/cultural centers*)
3. Play areas will not be available (*WV Strong- Guide for museums/cultural centers*)
4. Magazines and Newspapers use may be limited. Gloves and/or masks may be required to use these items. These items are frequently passed between patrons and there is no method to sanitize these between patrons.
5. Library programs will be virtual
6. Computer use will be limited to one-hour sessions.

Meeting Rooms

During a public health crisis, the library's meeting rooms are closed

Patron Behavior

1. Patrons are strongly encouraged to maintain social distance from other patrons and staff. *WV Strong Guidelines for Museums & Visitor Centers: "Guests shall be advised to practice social distancing by staying at least six feet away from other visitors and follow one-way traffic patterns."*
2. Patrons are strongly encourage to wear a mask (masks may be provided, depending on supply). *According to Governor's Safer at home order "Wearing a CDC- recommending mask or face covering is strongly encouraged and required in certain settings."*
3. Patrons who are coughing or sneezing and refuse to wear a mask will be asked to leave the building.

Employees

- ☐ Library Employees are required to wear masks when interacting with other employees and the public. *WV Strong Guidelines for Larger Retail Stores: "Require PPE, including face coverings, for all employees, with special considerations for those employees who interact with a customer"*
- ☐ When possible, employees should maintain six feet of distance between themselves and other employees or the public.
- ☐ Employees should self-monitor for signs of Covid-19 illness and contact their supervisor if they feel ill. DO NOT come to work if showing symptoms. *WV Strong Guidelines for Larger Retail Stores "Direct any employee or visitor who exhibits COVID-19 symptoms, to leave the premises immediately and seek medical care and/or COVID-19 testing, per CDC guidelines".*

- ❓ *According to CDC, people who think they may have had Coronavirus can be with others “after 3 days with no fever, symptoms have improved, and it’s been 10 days since symptoms first appeared”*
- ❓ Full-time Employees should take sick leave or work from home if they are have symptoms of Coronavirus.
- ❓ Full-time Employees who have run out of sick leave (and are unable to work from home) will be granted additional sick leave if they test positive for COVID-19.
- ❓ An Employee who tests positive for COVID-19, or is in close contact with someone who tests positive for COVID-19, should alert the director immediately. Staff who may have been exposed will be informed (the identity of employee will be kept confidential). Depending on the level of exposure, the library may have to reduce services to the public if numerous employees are required to stay home.