

DIRECTOR'S REPORT APRIL 2020

Our decision to close beginning March 16 due to the COVID-19 outbreak was quickly followed up the Governor's Executive Order 2020-09 which closed libraries until March 30. This order was superseded by Executive Order 2020-21 (Stay Home, Stay Safe), and Executive Order 2020-42. Executive Order 2020-42 is in effect through April 30.

Both Order 2020-21 and Order 2020-42 include provisions for our library to allow "workers who are necessary to conduct minimum basic operations" to be on-site. These workers are "those whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely."

Order 2020-42 further states that we must develop a COVID-19 preparedness and response plan base upon OSHA guidelines and must promote working remotely to the fullest extent possible. Per the Order, I have drafted and posted a COVID-19 response plan in the building that specifically deals with our response during our closure, but I will work on drafting a more comprehensive plan that will cover our response for when we are open again.

Per Order 2020-42, I have given written permission for Hilary, Michelle, and George to be in the building only when necessary. In practice, the vast majority of our staff are working from home. Michelle and I need to be onsite periodically to pay our bills, process payroll, and check on the safety of our buildings. Occasionally George has been onsite to "facilitate the ability of others to work remotely."

I will attend a webinar on Wednesday presented by the Michigan Library Association and library attorney Anne Seurnyck who will discuss COVID-19 preparedness and response plans.

Hilary, Michelle, and I have a video meeting with Dan Whisler on Tuesday to discuss the possibility of installing temporary plexiglass partitions at our public service desks when we are able to open again.

We have been paying our employees for their regularly scheduled hours while the library has been closed. Many other libraries in Michigan are also paying their employees. We have made a large investment in hiring and training our staff, and I want to make sure that we have them on hand once we reopen.

Upon reopening, we will continue to employ the same disinfecting and social distancing procedures we began to implement before we closed, including locking down our meeting rooms, group study rooms, etc. I have placed an order for Wandoo Reader, which will allow us to conduct our Summer Reading Program online. Wandoo Reader is

a software program that is free to us through the Library of Michigan. In person programming at the library can only begin once it is safe to do so.

The safety of our staff and our public is of the upmost concern for me. My hat is off to the staff for their creativity and flexibility during this time. They have been working on their book orders at home and have offered online story times and reference services through Facebook. The department heads and I have held a Zoom meeting once a week and the various departments are also periodically meeting online.

Patrons with questions may call the library and leave a message, fill out the "Contact Us" form on our website, or send us a message via Facebook Messenger, and we will get back to them. We have extended the due dates on all of our books and encourage people to delay returning their items at this time. Patrons may also contact the library to receive a library card in order to use the library's online collections. Our website features COVID-19 updates as well as answers to frequently asked questions.

All work on the new library and demolition of the old library has been halted. It will resume once the Stay Home orders have been lifted. I suspect that our Grand Opening Ceremony scheduled for July 25 will need to be delayed.

I wish everyone safety and wellness!

Mary Jo Suchy