



The Board of Trustees of the Griffin Free Public Library will be holding a meeting on Friday, May 1, 2020 at 1:00 pm.

Note: Following various orders issued by Governor Sununu based on the State of Emergency declared on March 13, 2020, the general public will not be able to physically attend the Board of Selectmen's meeting, but can call 1-712-770-5323 and use Access Code 639411 when prompted to be able to listen to the meeting on any telephone.

Call to order

Old business:

Decision on how long to extend the closure of the library: suggestion to perhaps remain closed for additional 2 weeks; Tuesday, May 19.

Decision on paying the staff during building closure

New Business:

Brenda Beer has been approved by the Selectmen as Alternate Trustee for another year. She will need to be sworn in

Possibility for curbside service

Policy for curbside service

Step increase for employee

Suggestion to cancel our regular May 11 meeting.

Set date for next trustee meeting; suggestion, Friday May 15 at 1:00 pm

Any other business:

Opportunity for the public to speak

Adjourn

## **DRAFT Policy – May 1, 2020**

While the library building remains closed to the public, the Griffin Free Public Library will begin offering “Porch Pick-up” on May 1, 2020 as staffing and situation allows.

Porch Pick-Up will allow patrons to place material on hold in advance of coming to the library to pick material up.

When staff have pulled a patron’s holds, the staff member will call the patron to arrange a pick-up time and walk the patron through the pick-up procedure.

Patrons may not come to pick up holds until they have spoken with a staff member and scheduled their pick-up window of time.

Patrons will not be allowed to enter the building.

Materials may be returned to the library in the blue return bin on the Library’s front porch. Patrons must adhere to social distancing practices while at the library.

## **DRAFT PROCEDURE**

April 30, 2020

Here is GFPL’s *Porch Pick-up Procedures*, open to adjustment as we find what works and what doesn't. We anticipate we will start with only 1 staff member in the building at a time. *As the space in the building is tight, if there are two people inside, we will need to be conscientious of maintaining a 6 foot separation.*

### Porch Pickup Schedule

**Soft launch pending Trustee approval – 5/1 - 5/2**

### **Full Start – 5/5 forward**

- 1) Tuesday – Building closed to the public (Hope)
  - a) 10 am - Noon. Staff will pull holds and make phone calls.
  - b) Noon – 2 pm, Scheduled Porch Pick-ups.
- 2) Friday – Building closed to the public (Hope)
  - a) 10 am - Noon. Staff will pull holds and make phone calls.
  - b) Noon – 4 pm, Scheduled Porch Pick-ups.
- 3) Saturday – Building closed to the public (Jamie)
  - a) 10 am - Noon. Staff will pull holds and make phone calls.
  - b) Noon – 2 pm, Scheduled Porch Pick-ups.

### Porch Pickup Procedures

1. Staff arrive

- i) In the first hour, staff handle book drop and quarantined books prior to moving onto holds.
2. Patrons call main line, leave a message, send email or place a hold in the catalog.
  - i) *Need scripts reading for all desks.*
  - ii) Thank you for your understanding and patience during these unusual times.
    - (1) We do not yet know when the library building will reopen.
    - (2) We are taking hold pickups as of today, but this may change without notice.
    - (3) We are all full for our hold pickups. Please check our website and Facebook page for information as we update things.
3. Patrons allowed up to 5 items per card.
  - i) FYI, patrons may also schedule picking up items on multiple cards at one time (i.e. family members).

## 2) Opening Procedures

1. Staff assess how they are feeling at home. If unwell, they are not to report to work. Instead, notify library director by phone call at 603.315.3559.
2. Staff arrives and locks door behind them.
3. Staff chooses one computer, one phone, essentially one workstation to use for that day.
4. Staff uses disinfecting wipes to clean computer, keyboard, mouse, scanner, worksurfaces and door handles.
5. Staff may choose to wear gloves (the library is providing gloves if desired). This does not replace the need for washing hands.
6. Staff are encouraged to wear a face mask/covering. There is a box of masks on the Library Director's desk.
7. Staff empties book drop
  - i) All items from book drop are placed into a 3 day quarantine
  - ii) Items ready to be taken out of quarantine from 3 days prior are processed
8. Staff checks phone and email messages
9. NHAIS/AGSharit/Interlibrary Loan is currently off line as of April 27, 2020

## 3) Pulling Holds Procedure

1. Staff pulls item level holds placed the day before.
  - i) **Periodicals/Magazines may circulate**
  - ii) **Museum passes should not circulate until we have had a chance to confirm their status**
2. Staff will then place material on hold for patron
3. Staff will call patron and notify them of the new Porch Pick-up Service.
4. If patron chooses to participate in Porch Pick-up, staff will checkout the material to them, print a receipt, write the patron's name on it, rubber band it and place on the red cart (previously the magazine rack).

- i) Patrons will be told when the next pick up window is.
- ii) Patron will be asked to call when they arrive at the library's parking lot (or call from home just prior to heading out to the library)
- iii) Staff will then place patron's material on the bench on the porch.
- iv) Patron is to remain in their car until the staff member has re-entered the building
- v) Patron may then pick up their material from the porch
- vi) Patrons are responsible for maintaining social distancing with any others on the library's premises

**4) Hold Pick-up Procedure**

- 1. We will not mail items. We may use new plastic bags donated from Hannafords
- 2. Delivery – if a patron is unable to pick up their material, the library director will be notified to arrange delivery.

**5) Return Procedure**

- 1. DVDs/CDs must be quarantined 24 hours and Books/Magazines for 3 days.
- 2. Tape a note to each bin with 'date returned' written large and in black sharpie for easy identification. This will facilitate back dating if needed. After a complete 3-day quarantine, staff will discharge.

**6) Book donations**

- 1. DVDs/CDs must be quarantined 24 hours and Books/Magazines for 3 days.
- 2. Tape a note to each bin with 'date returned' written large and in black sharpie for easy identification.
- 3. After 3 days, donated material may be counted, sorted and placed in the shed.