**Director Check-In from March 20, 2020**

**A Summary**

**Question: How are you handling materials to make sure the virus is dead before staff handles them, and what is the plan for once you re-open?**

* Plum City, Ellsworth: Quarantining returned items for 4 days before staff touches them
* Remember [the DPI page](The%20DPI%20info%20site%20has%20information%20about%20disinfecting%20and%20how%20long%20the%20virus%20lasts%20on%20surfaces.%20They%20update%20it%20as%20therehttps:/dpi.wi.gov/pld/boards-directors/disaster-planning/coronavirus) that has good information on disinfecting materials, etc.
* Pamela pointed to a [Peer-reviewed article about how long the virus lasts on surfaces](https://www.nejm.org/doi/10.1056/NEJMc2004973?fbclid=IwAR34duZ48PFj9G5k0p6qj64FG3A6Dp2XCULZpq_gfO_cP_NzohSof83YYJs) (24 hours on cardboard and 72 hours on plastic).

**Any thought about what to do with materials from a patron with a confirmed case of COVID-19?**

* Probably treat like any other material—quarantine…since one of the tricky things about this virus is how long people are asymptomatic but possibly contagious.

**Share Library’s COVID 19 Web Pages:**

* [Eau Claire’s COVID 19 Page](https://www.ecpubliclibrary.info/covid19/)

**Question: What are staff doing during closure?**

* Durand: 3-4 staff members will be working on a big weeding project while the library is closed
* In Cumberland, all staff are at home
* In Ogema, Mary is working on the food pantry, calling staff regularly to update on meetings, also staff is checking in with storytime families and Memory Café participants
* In Chippewa Falls, Joe has been pulled into city Emergency Operations Committee
* In New Richmond, staff are working remotely. Phone calls are being redirected to staff.
* St. Croix Falls: staff are in the building in 3-hour split shifts (to limit the number of people there at the same time) to take phone calls and other projects
* In Sand Creek: asking staff to spend time becoming more familiar with Bibliocore!
* In Chippewa Falls: consider offering staff to help with other departments that are overloaded—one staff member has spent most of their time helping with elections.
* Staff is there in Chippewa Falls, working on overdue weeding projects and cleaning out storage areas for right now.
* Ladysmith working on inventory, and hope to offer some video services for youth

**What services are you offering/thinking of offering during closure?**

* Please email Reb at [kilde@ifls.lib.wi.us](mailto:kilde@ifls.lib.wi.us) with information about what services you are offering—she will add this to the IFLS website.
* In Cumberland, all work will need to be done from home per Mayor’s orders, so all services will need to be virtual.
* In Durand (not on MORE), they are allowing people to request items and doing a curbside pickup. Also keeping bookdrop open. BUT reconsidering this.
* Frederic currently offering curbside pickup
* River Falls suggests: Create a webpage with links to COVID 19 Mythbusters, etc. (IFLS may do this and share it, too)
* Per ALA webinar about Managing Strategies and Stress for COVID 19 [(archived here)](https://alapublishing.webex.com/recordingservice/sites/alapublishing/recording/71af3c666df243e3b38186e214f3cf54), a panel of librarians from Italy and Washington State say they are providing no services aside from virtual services, to better control the virus. So NO materials.
* Pepin is considering putting out a cart for people with booksale books to let people just take them home. Chippewa Falls is doing this as well.
* Lori Roholt recommended keeping Little Free Libraries stocked.
* Tanya from River Falls said: we aren’t doing healthcare workers any favors by opening up non-essential services that might spread the virus.

**Options for future service:**

* Assist with delivery of food, prescriptions to vulnerable people

**What is happening with expired cards so no one’s service is interrupted?**

* Per Lori: No one’s service is actually interrupted due to an expired card.

**Pros and Cons to mailing materials to people?**

* New Richmond mailed some materials to someone who had holds at the library—he was very appreciative and it cost just under $5 with library rate.
* Eau Claire considering mailing holds to patrons.

**What is happening with holds?**

* Per Maureen: this will depend partly on when courier starts running again

**What are you doing to plan for re-opening?**

* Pepin plans to re-open as soon as allowed
* Kris says that if you want to limit time on computers to a shorter time, that will be possible to do—submit a help desk ticket if you want help doing that when the time comes.
* Ladysmith is considering reduced hours and limited access upon re-opening
* River Falls—not expecting to re-open for a few months
* Phillips is considering limited hours, curbside pickup, and limiting people coming in (birthdays in January-February come in on Mondays, etc.)
* Phillips: tentative plan is to remove 2 computers and limit use to 15 minutes

**Those libraries that charge fines: is there talk of waiving fines for right now, due to hard economic times?**

* Phillips: not charging fines for the foreseeable future.

**What kind of cleaning are you doing before re-opening?**

**Has anyone already canceled summer performers?**

* Phillips has not yet canceled.
* Ladysmith still plans to have Summer programs, but may move all programs outside (with the geese)
* River Falls has not canceled. They may work with performers to livestream their performances instead, as needed and possible.

**Any thoughts about summer prizes (don’t want to ask local businesses this time)?**

**Any thoughts about ways to support local businesses (either during the summer program or afterwards)?**

**Self-care**

* Remember working from home and this stressful situation might make you less efficient. Be forgiving of yourself.
* Remember to take breaks and don’t be glued to work even thought everything feels like an emergency right now
* Check out the [ALA webinar about this from March 20](https://alapublishing.webex.com/recordingservice/sites/alapublishing/recording/71af3c666df243e3b38186e214f3cf54)!
* Hollis is doing jigsaw puzzles because they are problems she CAN solve!

**What about due dates for materials? Will we extend beyond April 6?**

**How can directors continue to talk and communicate with each other?**

* Kayla from Plum City has set up a Discord channel to allow directors to communicate: <https://discord.gg/hFRd8kB>
* Once a week meetings hosted by IFLS for check-in.

**Beefing up e-content?**

* Macmillan lifted ebook embargo!
* Maureen will accept additional funds to purchase more content for Overdrive!

**Topic for discussion: Census 2020**