Library Mission: To serve and engage a thriving community of lifelong learners

I. Call to order
II. Approval of agenda
III. Public Comment
IV. Discussion Items
   B. Discussion of OTPL COVID-19 Status and Services
   C. Proposal for “Grab & Go” service
V. Action Items
   A. Changes to OTPL COVID-19 Status and Services
VI. Public Comment
VII. Trustee Comments
VIII. Adjournment
Orion Township Public Library Board of Trustees
Special Meeting Minutes
Monday, March 8, 2021
3:30 p.m. – Zoom Meeting

Library Mission: To serve and engage a thriving community of lifelong learners

I. Call to order- 3:33 P.M. Board Members Present: Thorndycraft, Abramczyk, Phillips, Pergeau, Luna, and Quinn


III. Public Comment- None

IV. Discussion Items

A. Review of latest MDHHS Epidemic Order, dated 3/2/2021 and going into effect on 3/5/2021- The latest order to remain in effect until April 19, 2021. Virtual meetings are allowed to continue until March 31, 2021. Virtual meetings could be an option until December 31, 2021 if an emergency, disaster, or public health order is in force. Occupancy limits have increased to 50% of the building’s capacity, which includes staff and patrons. The new maximum occupancy rule would allow 84 people to occupy the building (approximately 24 staff and 60 patrons). Work that can be done remotely by staff members must still be done remotely.

B. Discussion of OTPL COVID-19 Status and Services- The Director shared a preliminary plan (Grab and Go) that would increase patron levels in the building and provide for staff and patron safety under the new MHHHS Order. The plan would allow patrons to utilize the library for up to 45 minutes or up to 90 minutes if using a computer. Discuss setting the occupancy level between 35-50% of capacity. The library will use Technology equipment (Safe Space by SenService) to track occupancy level in the building. A display at the entrance to the library will provide the public with real-time status of the building’s ‘Current COVID Occupancy’ by providing a ‘percentage full’ number incorporated with a three-color coded system (green- OK to enter, yellow- nearing capacity, and red- at capacity, do not enter). No seating will be provided to patrons, other than computer stations, to discourage patrons from relaxing/reading in the building. Toys, puppet, iPads, etc., will be put away. Study rooms will be open for one person at a time and the patron must contact a librarian for admittance. Curbside service will continue. Self checkout and front desk service will be available. Quarantining of returned materials will be reduced from five to three days. Additional signage will be placed around the building that encourages hand sanitizing and mask requirements. Additional hand sanitizing stations will be placed around the library to encourage frequent hand sanitizing. Self checkout Kiosks will be frequently sanitized. Masks and gloves will be made available to patrons upon entering the building. Librarians will encourage patrons to “Grab and Go” when their 45-minute time limit is up. The Orion Center library will reopen for computer usage on March 10, 2021. Considering opening the Orion Center library for additional hours and services if the main library modifies its current level of services. Discussed when to put the Grab and Go plan into effect (March 15 or March 22, 2021). Any advertising of the library’s new services and occupancy level must state that the policy is ‘subject to change’. The director will provide a final Grab and Go plan to the board by Wednesday of this week. The Board agreed to conduct another meeting on March 10, 2021 at 4:30 p.m. to discuss the finalized plan and vote on possible implementation.

V. Action Items- None

VI. Public Comment- None

VII. Trustee Comments

VIII. Adjournment: 4:32 p.m.
Proposal for moving OTPL to “Grab & Go”

On Friday, March 5, 2021 the latest MDHHS Epidemic Order took effect. On Monday, March 8, Director Karen Knox met with staff members and the library board to discuss next steps. In preparation for another special library board meeting on March 10, Director Karen Knox proposes the following plan to move to “Grab & Go” service at OTPL.

Currently in Phase 4, OTPL allows “limited access to parts of the building and/or opportunities to make appointments to access library resources,” while maintaining social distancing, masks, and other safety precautions to keep staff and patrons safe from COVID-19.

Moving to “Grab & Go” would keep the library in Phase 4, but with additional services, as follows:

- Appointments are no longer required.
- Total occupancy will be tracked with SenSource technology in real-time, with the current status visible to patrons in the vestibule and to staff through a website. Total occupancy will be limited based on the MDHHS order to 50% or less, counting staff and patrons. If the building is at capacity, new people will have to wait to enter until other people leave.
- Patrons will be requested to keep their visits short, just grab what they need and go. Specifically, patrons are asked to stay no longer than 45 minutes.
- Masks are still required for entry.
- Socially-distanced computers and other equipment will be available for use on a first-come, first-served basis.
- Individual use of study rooms will be available by checking with a librarian.
- Access to the shelves of material will be allowed.
- No seating will be available (except at a computer) as short visits are requested.
- No meeting spaces will be available.
- Patrons will be reminded to use the available hand sanitizer frequently in the building.
- Staff will be available to assist in safe ways and self-checkout will be available.
- Curbside pickup will still be available (with hours to be determined), as will many other services created during this pandemic, including Take & Make programs, virtual programs, and more.

As with everything related to COVID-19, these plans are subject to change at any time.