

League of Women Voters of Pullman Observer Report

Name of Agency: **Pullman Neil Library** Date: **February 10, 2021 via Zoom**
Observer Reporting: Anne Lewis *Length of Meeting: 3:03- 4:30 p.m (approx).
Members Present/Absent: All Present, 2 members arrived slightly late
Others Present (i.e., media, public): me 😊

Reports: Moved quickly through approving minutes, claim vouchers (brief discussion of one item), and salary items.

Friends of Neill Public Library (“Friends”)- Joanna reported. Friends’ annual meeting was earlier this week.

- They have a new “social media guru” on the Friends Board. More followers, fresh content (including info from Library Director’s report).
- Friends membership up 30% in 2020 to 294 members!
- 2020 income of 98k, expenses of 59k
- **Friends “wholly funded all” materials (ie. books, videos) purchased by the library this year! Approx. 60k worth. 106k library budget shortfall in 2020 due to Covid.**

Financial Report

- Another permanent employee is back this week. I believe all permanent employees are now back and working at the library.

City Council Report- Ann Parks

- Entering **goal setting** phase. **Resident survey** on website. I thought Ann Parks said the Feb 15 deadline was being extended, but that is still the date that shows. <https://www.surveymonkey.com/r/2021CityofPullman>
- Said a “dynamic” Window Walk discussion took place at yesterday’s city council meeting.

Reopening Plan Update- Joanna Bailey

- Detailed discussion of reopening plan. Clearly a significant amount of time, effort, modifying based on changing factors, etc. went into this!
- On the day of the meeting (Wed, Feb 10) it was not official. It is now-- as the plan is posted on the library website.
- **Please see the Library Announcement at the end of this Report for most details of this Phase 1 Library Reopening.** Note that the Library Phase does not necessarily equate to Inslee’s State Phases. I.e, This Library Phase 1 is more limited than it could be under the State guidelines (i.e., library could go to 25% occupancy but is starting with 10% cap for Library Phase One). Library has three phases planned. Additionally, of note: the period between the general appointments (i.e., 4:30-5 pm, 5:30-6 pm, etc.) will be for cleaning.

No new business

Next meeting scheduled for Wednesday, March 10.

***Public Meetings of interest to League** If the City Council Survey is available longer than today, it would be worth sending out to all members.

Process & Protocol

All members are kind and prepared for the meeting. Both my person and my clarifying questions were welcomed 😊. As always, I am particularly impressed by Joanna.

Here is the Library Re-Opening Announcement:

We're Reopening Tuesday, 2/16!

Everything You Need To Know

Our new service hours

Each day there will be scheduled periods of closure for cleaning.

10am to 10:30am -- COVID-19 vulnerable populations appointments

11:30am to 4pm -- Contactless curbside service

Patrons only picking up reserved items are urged to visit the library during these hours.

General public access by appointment:

4pm to 4:30pm

5pm to 5:30pm

6pm to 6:30pm

Indoor Service: A How To Guide

To make an appointment, beginning 2/16, call 509-334-3595.

Indoor visits can be scheduled up to 48 hours in advance. Monday through Saturday between 8:30am and 5pm. Building occupancy will initially be limited to 10% occupancy (26 patrons) at one time. Patrons entering the library will use the north doors by the outdoor patio. Patrons will exit the library using the south doors facing Olsen Street. If an access accommodation is needed, please notify staff when making an appointment.

Entry Requirements

- Check in with greeter at north entrance
- Wear a mask* over your nose and mouth at all times
- Maintain 6 feet of physical distance from fellow patrons

** Free masks are available for those in need. Curbside service is available for those unable to wear a mask.*

Indoor Service Guidelines

- Visits up to 30 minutes are allowed; one visit per day, by appointment only
- Hand sanitizer stations and sanitation wipes will be available for public use
- Use physical distancing floor markers to maintain 6 feet distance from others
 - Use self-checkout stations whenever possible
 - Public restrooms and the drinking fountain will be unavailable
- Children's toys, furniture, public phone and newspapers have been removed
 - 2 public computer stations will be available