

Circulation Services Group Meeting of July 6, 2021

Tuesday, July 6, 2021; 2-3:30pm [Zoom Link](#)

Attendees: Blake Lindsey, Erica Howland, Jenny Schuelke, Paul Lynch, Angela Arnold, Francis Francisco, Samantha Teremi, Bonita Dyess, Fedora Gertzman, Rosemary Sallee, Peter Basmarjian, Paul King, Molly Rose, Michele Buchman, Neda Salem, Sheehan Grant, Ryan Barnette, Tom Brown, Ellen Dario, Beth Shippey, Brice Sullivan, Jenifer Carter, Craig Alderson, Lillian Lee, Nancy Lewis, Peter Soriano, Jennifer Osgood, Augustin Ramirez-Lee, Phylcia Mossiah, Michael Villarreal, Kristen Van Vliet

1. Introductions
2. Announcements
3. Return to campus forum (no lead)
 - a. Returning Quarantine material
 - i. Need the study rooms totally clear by reopening
 1. Need regular deliveries to branches in order to get those rooms clear
 2. Need to know when staff will be back on site to receive those deliveries
 - ii. Opening bookdrops
 1. Deadline: must be open by 8/25, but we are welcome to open up our bookdrops earlier if possible.
 - a. We are still recommending people return items through Doe, as no one is required to be in any of their other locations
 - b. Remote work options
 - i. Virtual appointments for supervisors?
 1. We have them for librarians, so is it something we could work on?
 2. If patrons need supervisory help, could we set it up so we could be reached remotely.
 - ii. Remote training for students?
 1. Nancy's experience with virtual training
 - a. Not great - had to be re-trained when they are in person
 2. Ryan: remote interview process has been great
 - a. More flexible, let's
 - b. The reading and online training gets them a little bit situated, letting them drill down when they get in person
 - i. Makes the on site orientation easier
 3. Bonita:
 - a. Implicit bias and Sexual harassment trainings
 - b. Navigating databases
 4. Jenny:

- a. Utilizing google forms for unit-specific training
 - b. Prior library used a lot of worksheets, which could be digitized
 - 5. Peter:
 - a. This isn't something we can decide on our own
 - i. Has to be approved
 - iii. People are still uncomfortable being face to face with unvaccinated people, so giving remote options would be useful.
 - c. Resources for returning to work
 - i. Active shooter training from UCPD
 - 1. Look into e-resources
 - 2. Talk with safety and security committee first
 - ii. Covid precautions
 - 1. Governed by CalOSHA
 - a. Staff will be required to abide by the badge system
 - b. Still waiting on specific state guidance
 - i. It appears that
 - 2. EAST will be open to the public starting on 7/12
 - a. Won't be checking IDs, won't be able to block people without masks
 - b. Can move chairs around and remove them from areas, but can't enforce social distancing on patrons
 - 3. MOFF is opening as well
 - a. Plexiglass won't be added, because it isn't necessary per CalOSHA
 - b. Face shields are available; reach out to Sam
 - c. FSM will be open as well, which means students are allowed to take off masks to eat.
 - 4. Special collections; any changes to procedures?
 - a. Fedora: BANC- still appointment only, increasing appointments, but just to 50% capacity, still reduced hours, but will increase.
 - b. No changes at EART
 - c. EAST: concern, because usually we are in close proximity to the person doing work.
 - i. BANC: using carts to handle material rather than handing it over; reducing the number of seats so as to increase distance, plexiglass screens
 - iii. Reach out to Raquel about changes to student employment checklist
 - 1. Essential worker requirements are falling away, so there will be some changes
 - a. Michelle working with Raquel; will update us with any new changes
4. Open discussion

- a. Meetings during the year
 - i. We can't have discussions like this at our normal desks.
 - ii. BSA runs their meetings hybrid, so
- b. Some concern about people who are hard of hearing being able to hear us without reading lips
 - i. Masks with clear plastic may be useful
 - 1. Seems unlikely that campus would be willing to outlay the cost
 - 2. Would likely be a personal cost
- c. Make sure to use the incident reports, so we are aware of ongoing behaviour
 - i. Make it part of the culture, get students involved
- d. Worries about stamina
 - i. We are all going to have to acclimate