

## **Baldwinsville Library Full Staff Meeting: June 9, 2022 (and on Zoom)**

Attendance: P. Baberkova, S. Burton, W. Dickens, G. Gilhooly, E. Hart, K. Hart, S. Hourihan, N. Howe, B. Kisselstein, R. Loftus, S. McCarthy, D. Nemes, J. Owens, J. Rossoff, J. Schult, C. Snyder, D. Soud, G. Stady, M. Van Patten

1. OCPL has authorized us to waive collection agency fees if they are related to fines. Never waive replacement fees. Double check fines from other libraries before waiving them.
2. Meg encouraged staff to check the Baldwinsville Library app. You can find it in the app store.
3. Items should be set aside for mending only when they come across the circ desk. Do not pull items as you shelf read. Mending should be given to the librarian in charge of that collection.
4. Check out Yammer which is accessed from your email. Julia will be doing training in the future on Yammer and other LEAP related subjects.
5. Nancy shared that the Health and Safety Policy has not changed and is available for reading from the Baldwinsville team site. If you are unvaccinated, you can either wear a mask or test weekly. If you have a positive test, you need to quarantine for five days and must be fever free for at least 24 hours without medication to return to work. There is no need to test negative to return to work. You will be paid for the hours that you are scheduled if you are quarantining. Your supervisor needs to let Cindy know so you will get paid for your time if you are part-time. If you are full time, Meg needs to know. Your time sheet should reflect that you were quarantining by placing a “Q” after your time.
6. ACR has brought Narcan kits and placed them in our first aid kit. Staff should not use them unless they have been trained. ACR is willing to train staff and Jacque will look into that. If someone needs medical attention, call 911.
7. Review the fire drill binders to become familiar with procedures. A fire drill is in our future.
8. There are buzzers at the reference and circ desks that ring in Meg’s office and the back room in the event of emergency. Our codeword “Rhonda” means the police should be called. Call the police first, then notify Meg or Nancy.
9. Meg played a Run, Hide, Fight video about active shooter training. The link is here: <https://www.youtube.com/watch?v=5VcSwejU2D0> If you notice someone with a concealed weapon, do not approach them. Call 911 and let the police handle it. If you are uncomfortable when dealing with a patron, go to a public area and try to put something between you and the patron (such as a desk). Sometimes it helps if a fellow staff member stands quietly at your side.
10. Nothing in Local History circulates. If there is a LH in the call number, the item is in local history. Find the item before telling a patron to come and get it in case it is not where you thought it was.
11. We have had problems with the cash register not opening. Cindy advises treating it gently, wiggling the drawer to open it. Do not slam the drawer as that causes jams.
12. If there is change on top of the register, put it in the drawer when closing at night. Do not leave it out.
13. Please keep the supply closet neat. Put paper back in the proper place after using it. Don’t dump items in there when cleaning your office. Help keep it organized and easy for everyone to use. If you take the last one of anything, let Pepa know so she can reorder.