

Public Services Meeting

June 29, 2020

Present: Mechele Romanchock, Natalie Skwarek

- Mechele has started to test the social distancing capacity of the Herrick commons and Scholes engineering floor. She started re-arranging furniture to check capacity.
- Floor outlets and internet ports will have to be checked in the commons area.
- We may need to have classes meet in the Herrick Commons, Drake Wing, Scholes common and ENG floor.
- Class schedules are expected to be finalized mid-July.
- Plexi-glass at circulation desk: originally asked for it to be put in on the side facing the door. There is not enough room for 6 feet around the patron and 6 feet around the entrance/exit. We will have to put the shield on the side facing the book end and direct traffic flow to that side. The two work stations on that side of the desk (staff and student worker) are almost 6 feet apart and can be adjusted accordingly. It can be installed in the "gap" between the black raised sections. No timeline on when this is happening.
- Herrick's 24-hour study room will potentially be utilized by ITS throughout the fall semester. The nearby entrance typically used by patrons with a code will likely be disabled during this time.
- Traffic throughout the library will be directed by signage, stands, and block-off ropes.
- Natalie and Mechele discussed Herrick's entrances. We need to make sure that in addition to the front entrance, at least one handicap-accessible entrance remains opened to patrons.
- Brett and Ellen showed Mechele how to monitor the queue that we will need to watch in order to pick materials off the shelf for patrons or to help Amanda. We will work on learning that this summer.
- They are working on enabling the request feature to allow patrons to request items from our shelves.

