The White Pine District Library will remain closed until after April 30th, by order of the governor of Michigan as stated in her executive order: 2020-42

4. No person or entity shall operate a business or conduct operations that require workers to leave their homes or places of residence except to the extent that those workers are necessary to sustain or protect **life or to conduct minimum basic operations.**

1. For purposes of this order, workers who are necessary to sustain or protect life are defined as “critical infrastructure workers,” as described in sections 8 and 9 of this order.
2. **For purposes of this order, workers who are necessary to conduct minimum basic operations are those whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.**

**Businesses and operations must determine which of their workers are necessary to conduct minimum basic operations and inform such workers of that designation. Businesses and operations must make such designations in writing, whether by electronic message, public website, or other appropriate means. Workers need not carry copies of their designations when they leave the home or place of residence for work.**

**Any in-person work necessary to conduct minimum basic operations must be performed consistently with the social distancing practices and other mitigation measures described in section 10 of this order.**

Thus, in accordance with this executive order the following people are necessary to conduct minimum basic operations and will need to report, in person at the designated time until the “Stay-at-Home order has been rescinded:

1. The White Pine District Library Director: Patty Rockafellow will need to report for a short amount of time each day to check on the facility, answer messages and bring in the mail. She will also need to stay long enough to process any financial paperwork such as payroll and bills.
2. Gail Rinard will act in the Director’s sted when the Director is unavailable to make a daily trip.
3. Tammy Bennett as the second financial officer, will report only on days that payroll and bills need to be processed.
4. Board members: President Michelle Willmore and Treasurer Kris Thwaites will report only at times when their signatures are required for documents.
5. All of these essential workers will need to wear protective gear while in the library and must not come within 6 feet of another of the workers, should more than one worker be at the library. All stations must be completely disinfected when leaving.

Signed this day, April 9, 2020 Please carry this document with you when you report to WPDL at your designated times and be safe and healthy!! Patty Rockafellow- White Pine District Library Director

Today, April 9th we did an informal staff meeting on Zoom. Present: Tammy, Gail, Michelle J., Michelle C. Nate, Megan, Makayla, Deb and Patty. Sarah was not able to join in as she doesn’t have internet access and I didn’t hear back from Barb- probably in Florida or something! LOL!

The gist of our meeting was to verify that everyone was still with us and healthy! Yay! They were! We were also testing out the zoom app and it may be a good way to have meetings in the future, maybe we can have a monthly staff meeting and only quarterly would be in person.

Here are the points made today at the meeting:

* The governor has extended the stay at home order until the 30th. We are officially closed until at least then. Only the workers named in the letter attached to this are to report to the library- and then only with the provisions noted.
* Workers will still be paid while staying at home.
* Board has had a meeting and will be voting on the 20-21 budget next month. It will include a raise!
* Only a few jobs can be done at home. One could be to continue to post positive library messages on our Facebook. Let me know if you can do this during the closedown then it will go back to Sarah.
* One thing I neglected to say is that I was thinking that we should make some phone calls to patrons and check on them. Many of our patrons are older and may not see things on our facebook. Could you email me names of folks we maybe should check on? I talked to Maureen Hicks and she was so happy that I called. Or if you just want a number or two, email and I will get them to you. You **can** go to our Follett page via our website, log in and get info there. Let us know if you contact someone so that we don’t all do it. I know some of you have special connections to certain patrons.
* Sarah, I am sending some preliminary letters to donors and recipients of memorial and honor $. They do not include the title of the material as it will not be purchased until you return, but will at least let folks know that we are going to soon take care of their requests.
* When April 30th rolls around, we will most likely not jump in full force but may have a “soft” opening such as going back to curbside service.
* Summer Reading may look very different this year. I am currently attending Zoom meetings almost every day to get the latest information!

Miss you guys! Stay Home! We will soon need you here!