

Orange County Public Library Board of Trustees
August 20, 2020, Meeting Minutes

Members participating via Orange County virtual system: Dave Kraus, Joan McClung, Beth Wilbanks, John Frey, Christine Kastan, Don Lundry

Others participating remotely: Katie Hill, Patricia Keister

Meeting called to order at 3:58 pm

Approval of Agenda: Accepted with flexibility without objection.

Approval of Minutes: Due to COVID - 19, Board meetings for April 15 and June 18 were cancelled. Minutes from meetings held virtually on February 20, March 17 and May 20 were reviewed. Motion by Frey second by Kastan to accept all three sets of minutes without revision. Motion passed.

Chairman's Report/Comments/Announcements:

Future meeting locations/guests/staff presentations - Chairman Kraus discussed the fact that due to COVID - 19 it is impossible to plan ahead and schedule library board meetings with definitive plans for locations. Virtual meetings may very well be the only way to meet in the coming months. Guest speakers such as Ted Vorhees, new county administrator, may be asked to participate virtually. Otherwise having guests likely will have to wait until meetings are once again held in person. This also pertains to library staff presentations.

Staff recognition suggestions - Chairman Kraus opened the floor to any suggestions from the Board to recognize the library staff for doing such a great job during the trying times created by the pandemic. The following ideas were presented:

- individualized letters of appreciation to each employee thanking them for their hard work and dedication during COVID - 19 signed by Chairman Kraus on behalf of the Board. He will draft a letter for trustee and Library

Director review. He then will make copies with a personal salutation for each employee and deliver them to the libraries for distribution.

- Katie discussed items the staff would like to have, such as personal hand sanitizer and necklace pens. Kastan asked Katie if there was any money in her budget that could be used to purchase such items and Katie will check into their availability.
- Public acknowledgement in The Orange County Review to thank everyone at the libraries. Kastan will write a draft “ Letter to the Editor” and send it to the trustees and Katie for approval prior.

Reminder on sending Board highlights to supervisors : Chairman Kraus will draft recent library highlights and send them to the trustees for passing on to their respective supervisors.

Library Board internal communication: Chairman Kraus reminded the trustees of the importance of reading their email regularly in order to stay apprised of recent developments in the libraries’ operation and, thus, be best prepared for helping to make decisions on the way forward.

Financial Report: Reviewed and accepted.

Librarian’s Report: Katie highlighted staff changes and additional expenses the library will incur due to the purchase of more durable signage and more bins and carts for decontamination. The Town of Orange has earmarked most of its coronavirus relief funds through the CARES Act. Katie submitted an application requesting \$28,000 in assistance for the library. She will learn how much she will receive after the Board of Supervisors meeting on Tuesday, August 25.

Katie also summarized the successful recent effort to give Orange County Public School students direct access to our Overdrive collection.

Old Business: None

New Business:

Policy Updates

5.2 Posting of Community Information - Motion by Frey second by Lundry to accept without revision. Motion passed.

5.4 Photocopier - Motion by Kastan second by Wilbanks to accept without revision. Motion passed.

5.7 Library Meeting Room Use - Motion by Lundry second by Kraus to accept revision to include deleting the word “for” in fourth paragraph, second sentence, to now read: *Solicitation, sales and/or distribution of product literature are prohibited except by library support groups.* Motion passed.

5.8 In - Library Viewing /Listening Policy: Motion by Wilbanks second by Frey to accept revisions to include in the first sentence deleting “users are asked” to now read: *Patrons using the library’s computer equipment are reminded that because our equipment is located in public areas that must be shared by library customers of all ages, backgrounds and sensibilities to respect the sensibilities of others when accessing potentially offensive sound and/or images.* Also moving the phrase “for statistical and security purposes” in the first sentence of the third paragraph to now read: *For statistical and security purposes, patrons wishing to use the library’s computers to play a library owned media disk are required to check out the desired titles before using them in the library.* Motion passed.

State - mandated revision of Goals and Objectives portion of our long - range plan - Motion by Kastan second by Wilbanks to approve the Goals and Objectives for FY2021 with the addition of the words “full - time” to be added to the first sentence under **Training**. The first sentence will now read: *Full - time staff will attend a major library conference at least once every 3 years so they can connect with publishers and learn about new products.* Motion passed.

Thresholds and conditions for possible reversion to curbside service

Under new standards adopted by the state that pertain to local governments, employees at our libraries are now classified at “minimum” risk for contracting the coronavirus because the libraries are fully open to the public. New restrictions that make our libraries vulnerable include the lack of time to properly clean and sanitize common areas and bathrooms; not having the appropriate cleaners and equipment to do the job effectively; not being able to maintain six feet of distance at all times, especially behind the check - out desk. Providing curbside service only would eliminate these issues and put employees at “low” risk. Presently, the infection rate in Virginia is on only a slow downward trend and the possibility exists that the governor will revert to Phase 2 which would close the libraries for curbside service only if the infection rate

rises. Katie is concerned that switching back and forth from open to partially closed would create confusion among patrons in addition to creating havoc on schedules for part-time employees. Rather than revert to curbside service only now, Katie requested that the Board amend existing operating procedures to close the libraries a half hour earlier to allow staff time to properly clean and sanitize the libraries and add curbside service to Mondays. Motion by Lundry second by Frey to approve changes to library operating hours and add curbside service to Mondays. Motion passed unanimously.

Discussion also was held about recent concerns raised by employees regarding working conditions caused by the pandemic and Katie's response thereto.

Meeting adjourned without objection at 5:45 pm

Next meeting October 15. Stay tuned!