

**THE MINUTES OF THE BOARD OF TRUSTEES OF
EMMET O'NEAL LIBRARY**

April 21, 2020

4:30 p.m.

The meeting of The Board of Trustees of the Emmet O'Neal Library was called to order by Mrs. Susan Elliott. Other board members present included, Mr. Patrick Carlton, Mrs. Penny Page, and the Director of Emmet O'Neal Library, Ms. Lindsay Gardner. Also present were Friends of Emmet O'Neal Library President, Barbara Blair, Council Liaison, Lloyd Shelton, and Library employees, Ms. Viridiana Herrera.

Because of the COVID-19 public health crisis, the meeting was held by conference call.

After verifying a quorum was present, Ms. Gardner announced that the meeting would be informational in nature.

REPORT OF ADMINISTRATOR:

Ms. Gardner provided an update on the state of the flat roof. After speaking with Rob Walker about multiple leaks on the second floor of the Library, he recommended Apex Roofing & Restoration to check and repair any damage on the roof. As several leaks continued, Ms. Gardner spoke with the City of Mountain Brook Finance Director, Steve Boone. Mr. Boone recommended Williamson & Associates to evaluate the current condition and life of the flat roof membrane. Ms. Gardner mentioned that new flat roof coatings are available now that were not available when the roof was first installed. Mr. Carlton asked if funds to replace the roof are available in the City's capital projects funds. Mr. Shelton confirmed the availability of capital funds.

UNFINISHED BUSINESS:

At this time Mr. Carlton inquired about the staff's work from home plan. Ms. Gardner said that the library employees have been productive and happy to be helpful and have a job. She mentioned that she has been supervising the Circulation Department since the Circulation Department Manager, Doris Young, is taking sick leave. The Circulation Department employees have been working on documenting their department's procedures.

Mr. Carlton inquired about the current purchases of materials. Ms. Gardner stated that materials are ordered about two to three months in advance, and to avoid a tidal wave of shipments once the Library opens again, Baker & Taylor ships all orders to her home. She also stated that non-essential print purchases have been cut back significantly, but digital material purchases have drastically increased to meet an increased demand during the current contingency. To this point, Mr. Shelton asked if demand

for print materials will shift after the current health crisis. Ms. Gardner answered that currently there's not enough data to determine whether demand for digital materials will significantly change after the current health contingency. She also mentioned that the monthly checkout limit for Hoopla has been increased to 15 items. Ms. Gardner demonstrated Microsoft Teams for the Board of Trustees. Teams is the software platform that all the Library employees are using to communicate and work together.

Next, Ms. Gardner shared the three phases of the Library's re-opening plan. Phase One encompasses sanitizing the Library, determining how to quarantine books and handle deliveries, planning a virtual Summer Reading, investigating live chat options for patrons to connect with the staff and receive assistance in a timely matter. As part of Phase One, essential employees will report back to work. Staff workspaces will be reconfigured the week before essential employees report back to the library. Curbside service will be implemented two weeks after essential employees report back to work. Ms. Gardner also mentioned that she will contact the Research Institute for Public Libraries to review the Library's strategic plan and impact in the community after the current health contingency. Phase Two will see the implementation of curbside service and virtual Summer Reading services. Essential staff will continue to report to work in staggered shifts. The rest of the staff will continue to work remotely. The administrative staff will monitor personal protective equipment (PPE) and cleaning supplies. During this phase, the building will be evaluated and prepared for public access. Mr. Carlton brought up researching what other libraries are doing. Ms. Gardner stated that staff is currently researching what other libraries around the country and world are doing to respond to COVID-19. Ms. Gardner is also having virtual meetings with the directors of Hoover, Vestavia Hills, and Homewood libraries. Finally, Phase Three will be implemented with services like PC reservations and limited special hours for vulnerable population. Ms. Gardner mentioned that the City of Mountain Brook parks may be a possible venue for storytimes.

Ms. Gardner indicated that all materials that are currently checked out have a due date of June 1 and the expiration date has been extended on all library cards during this time.

Mr. Shelton inquired if the recently promoted Technical Services employee was able to adjust to her duties before the library closed to employees. Ms. Gardner explained that the Technical Services staff have been working shifts in order to work on the shipments that they have received. Only one person is in the department per shift.

Mr. Carlton encouraged the staff to send out message to the community as soon as a timeline is ready.

NEW BUSINESS:

The Board of Trustees decided to postpone the evaluation of the Trustee applications until May. Mr. Galloway, Mr. Lyles, and Mrs. Forrester applied for the Trustee position that will be vacant in October 2020.

NEXT BOARD MEETING:

May 19 at 4:30.

Respectfully submitted,

Lindsay Gardner
Library Director