

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

March 17, 2020

10:00 a.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, Mrs. Nancy Long, Mr. Bennett White and the Director of Emmet O'Neal Library, Ms. Lindsay Gardner. Also present were Mountain Brook Library Foundation Past-President, LaVonda Keel, 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 since the conference call was not open to the public.

REPORT OF ADMINISTRATOR:

At this time, Ms. Gardner reported on the state of the flat roof. Due to a leak near the Adult Services desk, one of the communication boxes that help control the temperature in the Community Room and foyer had to be replaced due to damage in the electrical system caused by water. As recommended by Steve Boone, Ms. Gardner is working with Williamson & Associates to assess the need to replace the flat roof membrane.

NEW BUSINESS:

Ms. Gardner addressed the Library's COVID-19 contingency plan, developed in conjunction with the managers on Friday, March 13. The three-phase plan was developed with the intention to keep both the public and staff safe in a changing environment. Phase One would restrict access to the Children's Department and the Computer Lab, and some services like free coffee would be discontinued until further notice. Phase One would be implemented if a case of COVID-19 presented itself in the state. If a case of COVID-19 was found in Jefferson County, Phase Two would be implemented. In this phase, the Library would be closed to the public, curbside service would be implemented, all programs and meetings would be cancelled, and the library would promote its digital resources. Finally, Phase Three of the plan would be implemented if a case of COVID-19 was found in the City of Mountain Brook. In this phase, the Library would be closed to the public and employees would work remotely. Ms. Gardner mentioned that at closing time Friday, March 13, staff were ready to implement Phase One, but that evening, the first case of COVID-19 in Jefferson County was reported and Phase Two of the contingency plan had to be implemented the following morning. The Children's Department created

signage that informed the general public of the Library's closure and services available during this period.

Ms. Gardner explained that one of the services the Library implemented immediately after closing to the public was curbside pickup. With this service, patrons could still pickup materials that they had on hold and request other materials for immediate pickup. This service was promoted on social media and on signage around the building. Ms. Gardner reported that on Saturday, March 14, 173 items were checked out, while on Sunday, March 15, 103 items were checked out. She mentioned that other libraries in Jefferson County offered curbside pickup too. Ms. Gardner stated that the Library would continue to receive materials throughout this period.

Next, Ms. Gardner mentioned that all materials that are currently checked out have a due date of April 15 and the expiration date has been extended on all library cards due for renewal during this time.

At this point, Ms. Gardner explained that she attended the City of Mountain Brook Council Meeting on Monday, March 16 to request permission for Library staff to work from home. This aligns with Phase Three of the COVID-19 contingency plan. Ms. Gardner announced that starting Wednesday, March 18, staff would be working remotely. Each department created a workplan for the next three weeks. The IT Department created the email help@eolib.org to assist patrons with questions regarding the Library's online resources and other services. Mrs. Elliott inquired about employee access to laptops and internet, Ms. Gardner stated that the IT Department is working on getting every employee ready to work from home.

Finally, Ms. Gardner mentioned that she will be doing a daily walk through of the Library to monitor the building and book drop, as well as to check on any packages that are delivered to the building. She stated that on April 6, managers would meet to assess the current work from home strategy.

NEXT BOARD MEETING:

April 21 at 4:30.

Respectfully submitted,

Lindsay Gardner
Library Director