

Attendees: Cynthia Cochran, Melissa Godoy, Aaron Jones, Nathan Pollet, Kimberly Seay, Megan Bolinder, Betsy Batey, Chuck Pribbernow, Octavio Sanchez, Teresa Stafford, Hadi Dudley, and Vira Kousol. The group met via Zoom videoconferencing due to the COVID-19 pandemic.

Call to Order & Roll Call

Hadi Dudley, Library Director, called the meeting to order at 1:05 p.m.

Approval of March 4, 2020 Minutes

The group will review the minutes from March 4 at the next meeting that will be held on June 3.

Agenda Items

1. Hadi gave an update on the Library's actions taken in response to the COVID-19 pandemic. She also discussed staffing levels and BPL's Pandemic Procedure Manual, as a leveled plan to re-instate services.
 - a. Prior to the meeting, members of the Library Advisory Board were emailed BPL's COVID-19 Pandemic Procedure Manual in preparation for this meeting's agenda item.
 - b. Following Federal and State information, and with City guidance, BPL took several measures to address the COVID-19 pandemic.
 - i. Library and bookdrops were closed to the public on March 16.
 - ii. When BPL closed, it impacted the 211 Café, Bentonville Library Foundation, Friends of the Bentonville Library, and Northwest Arkansas Genealogical Society.
 - iii. A custodial crew sanitized the facility, surfaces, and furnishings throughout the library. BPL staff sanitized returned materials and library equipment including book carts.
 - iv. In addition to repairs by Public Works inside the building, we had a third party vendor paint metal trellises, handrails, offices, and the Rotary Conference Room, and begin painting the metal furnishings.
 - v. A third party vendor also pressure washed the entire veranda and sealed the concrete. These projects were pre-planned, but ideal to complete while the library is closed to the public.
 - vi. We had five (5) essential staff on-site and working from home. They were able to help patrons online with digital resources.
 1. City is currently operating in Phase 2 (re- BPL's Action Outline).
 2. Full-time staff returned to work May 4 to begin preparations for Self-Service Pickup & Returns.
 3. The staff will practice appropriate health and safety measures until directed otherwise. For example: Temperature checked upon entry of facility, wearing gloves and masks, social distancing and sanitizing shared equipment after use.
 4. Self-Service Pickup & Returns will begin May 18. Hours will be limited.
 - a. Patrons will be asked to bag their returns. Staff will wear gloves and face masks. Aprons will also be offered as an option.
 - b. All returned items will be quarantined.
 5. Staff will be preparing facility and procedures for when we open to public.
 6. Six foot social distancing signs will be placed throughout the library.
 7. The library will have limited hours when we reopen the facility.

8. Librarians are finalizing plans for how people will enter and exit, as well as the flow of people in the building.
 9. Technology and furnishings are being removed or relocated to support social distancing.
 10. All study rooms and other public spaces will be closed and blocked off from patrons. Meeting rooms will not be available because the library needs to use them for materials handling and furniture storage.
 11. Library programs are canceled until further notice.
 12. We will be wait to bring in volunteers back.
- vii. Hadi discussed how the City's policies and direction will continue to influence the Library's procedures and plan.
1. The manual will be updated when additional protocols are implemented, or conditions prompt changes to the library's plan.
 2. Some procedures are not included, but will be prepared for staff training.
 3. Hadi noted that BPL's COVID-19 Pandemic Procedure Manual was prepared by librarians who researched best practices from authorities such as the CDC, as well as industry standards.
 4. After full review, discussion and questions were answered, Hadi called for the Library Advisory Board to endorse the library's plan.
 5. Megan Bolinder moved, Cynthia Cochran seconded, to endorse BPL's COVID-19 Pandemic Procedure Manual. The library's manual was unanimously endorsed.
- c. Hadi gave a budget update.
- i. Library has reallocated money to cover some expenses such as Plexiglas, bags, gloves, masks, and cleaning items.
 - ii. Staff is keeping track of all expenses to see if we are eligible for reimbursement.
 - iii. Library is not purchasing planned capital equipment.
 - iv. Library has expended budget for eBooks. Funds may be reallocated to the digital materials budget.
- d. Additional news shared by Hadi:
- i. Café will have leveled options for service related to square-foot and hours, and the rental fee will be leveled accordingly. The café did not pay rent while the library was closed.
 - ii. The Arkansas State Library has been a tremendous supporting agency with leadership, information sharing/training and providing an online Summer Reading Club tool for libraries.
 - iii. BPL is beginning virtual storytimes during Children's Book Week. The Library is calling for additional readers for Stories with BPL Online. Members of the Advisory Board are invited to read.

The Library Advisory Board will meet June 3, 2020 at 1 p.m. through Zoom videoconferencing.

Adjournment

The Library Advisory Board adjourned at 2:03 p.m.