

Lacey Library Board Minutes

August 26, 2020 5:30 p.m.

(Zoom Meeting)

Present: Amy Blondin, Scott Robinson, Sharla Desy, James Murray, Pam Nelson, Holly Paxson (Lacey Timberland Library Manager). John Koch (City of Lacey) ran the zoom platform and monitored the online meeting.

Call to Order – Chair Amy Blondin called the meeting to order at 5:30 p.m.

- First meeting of the Library Board since the pandemic hit in March.

Because we were using the zoom platform for the first time and the meeting was being recorded each board member introduced themselves.

Approval of the agenda

- James moved, Scott second, no discussion – approved as written

Approval of minutes from the March 11, 2020 meeting

- Tabled as they were not sent out prior to the meeting
- Will be shared and approved at a later meeting.

Public Comment.

- There was no public in attendance and no comments submitted.

Library Manager's Report – Holly Paxson

- Reviewed current operations of the library – no patrons are allowed in the building however curb side pick-up and drop off is taking place.
- Provided an overview of the interior remodel being done and showed several pictures of the work taking place.
 - The scheduled remodel was moved up several months to take advantage of the library's closure due to the pandemic.
 - The Friends of the Lacey Library raised \$55,000 and donated an extra \$30,000 to assist in the cost of the remodel.
 - Construction should be done in early October.
- Discussed library staffing and morale. Staff are able to work and be paid.

New Business

- The board selected September 30, 2020 at 5:30 p.m. to hold its next meeting using the Zoom platform. Amy will work with the city to schedule.
- The board's student member Sarah Horlacher has graduated from high school and a new member will need to be sought. Congrats Sarah!!!!

Meeting adjourned at 6:27 p.m.

Library News:

Timberland Regional Libraries closed to the public starting Saturday March 14th and stayed closed until mid-June. During that time, all TRL staff were either on paid Administrative Leave or were working to provide digital services through social media engagement, Ask A Librarian email service, and a new Live Chat service available on TRL.org. Libraries throughout the country have had to pivot to learn what our work looks like now that one of our main services, 'serve as a community gathering space,' isn't viable during a pandemic.

At Lacey, one of the actions we took was to push forward the remodel timeline, to take advantage of our COVID closure. The remodel that was planned for the fall instead started in June, with Regency NW Construction, Inc. awarded the contract. Except for a few days when concrete sawing was scheduled, staff and the construction crew have been able to work together in the building at the same time without disrupting work by either staff or the crew.

After the work at the entrance of the library was completed, staff were able to begin Library Takeout Service at Lacey Library. Check out [TRL.ORG/takeout](https://www.ttrl.org/takeout) for hours and info District-wide, and check out this [great \(but long!\) post on our FB page](#) for how it works at Lacey. Since construction is happening mostly during the morning hours, staff don't answer public phones except during Library Takeout hours Tuesdays through Saturdays 1 to 5 p.m. Library drive up bookdrops are open Monday through Saturday from 10 a.m. to 6 p.m.

At this time, TRL has decided there will be Takeout service as is (no in building services) until at least November 1st. Staff are starting to brainstorm what those services may look like once we begin to allow non-staff in the building. With the approval of the City of Lacey, TRL will be installing two walk-up windows in the lobby on either side of the entrance to facilitate pick up services in poor weather. It is expected that distancing and limited gathering rules will be in place in WA until at least 2021. All decisions made by TRL regarding services are in concert with recommendation from the CDC, WA State Health department, and Governor.

TRL has extended the Summer Library Program deadline until October 10. The prize is a free new book, which people can arrange to pick up through Library Takeout. All other TRL programming is virtual for the rest of the year.

City of Lacey cancelled Summer park programs and Children's Day in October.

School for NTPS is online only for the first semester. We will be working with the school district for how we can continue to support students when our libraries aren't open. MyTRL cards for accessing Library online resources continue to be issued to every NTPS student automatically upon enrollment.

Some libraries in TRL are not being adequately cleaned and so have had to shut down Takeout services temporarily for cleaning. Happily, Lacey Library is being cleaned per CDC guidelines so this is not an issue for us.

Our COVID prevention guidelines include staff checking temperatures and verifying their wellness before reporting to work each day, wearing a mask at all times in the building, doing regularly cleaning of high touch surfaces throughout the day and thorough cleaning and disinfecting of individual work stations at the end of their shift, limited work station sharing, and hand washing or hand sanitization frequently

throughout the day. The City of Lacey has also increased the HVAC outside airflow to the building, upgraded the filters, and improved air circulation.

Building:

Construction is proceeding! All demo is done & concrete trenching work for data/power/sewer is done. Infrastructure for the new check in room & family restroom has started.

In addition to new service desks, all new public study tables and chairs have been ordered. (Not new lounge furniture, that's still new as of 2016 and is very easy to clean). New staff furniture (sit/stand desks for offices and office chairs) arrives Thursday 8/27, the public furniture will arrive in September, and the 5 front desks should arrive sometime in early October.

Virtual Programming *(note – Virtual programming is being offered by all staff District wide, with Lacey staff contributing in a regular rotation. Most programs are recorded and posted to the Library's You Tube channel for convenient viewing at any time. The statistics below are not broken out by branch):*

June (programming below was offered both on You Tube and via Zoom. Zoom program attendance is reflected below)

Early Learning: 30 programs attended by 216 people

Youth/Teen & All Ages: 17 programs attended by 353 people

Adult: 9 programs attended by 69 people

July (in July all Early Learning programs were posted to You Tube. Other programs were via Zoom. Zoom program attendance is reflected below)

Early Learning: 40 programs offered

Youth/Teen & All Ages: 28 programs offered, 54 attendees

Adult: 7 programs attended by 35 people

Summer Library Program Participation (Lacey branch): 446, with 144 completions

Circulation:

We checked out 24,632 digital items in June. The library was closed for remodeling & COVID-19 during the month of June, no physical checkouts. Bookdrops were open to accept returns beginning June 23rd.

We checked out 29,648 physical & digital items in July. Library Takeout service began on July 28th.

The library was closed for remodeling & COVID-19 during the month of June, no visitation.

The Library provided assistance to 774 patrons in July during Library Takeout Services, which began July 28th.

Submitted by Holly Paxson, Lacey Library Manager

August 26, 2020

Notes taken and submitted by Scott Robinson

Minutes approved 9/30/20