

Midlothian Public Library  
Policy Committee Meeting  
Tuesday, July 7, 2020  
Minutes

Attendance: Trustee Jackie Murawski, Committee Chair; Trustee James Woolard; Jennifer Cottrill, Library Director

The meeting was called to order at 10:18 AM.

Ms. Cottrill proposed the following changes to the Temporary Amendments to the Patron Behavior Policy for the COVID-19 Crisis:

Change the sentence in Section II.A from, "Only patrons who inform staff that they have a medical condition or disability that prevents them from wearing a mask will be admitted to the building without one," to, "Patrons who inform staff that they have a medical condition or disability that prevents them from wearing a mask will be one offered reasonable accommodations to receive equivalent services by curbside delivery."

Ms. Cottrill explained that this requested change was based on staff concerns that patrons might abuse the disability exception as a means to enter the building without a mask. She explained that by providing reasonable accommodations for equivalent services via curbside, the library would be doing its due diligence under the ADA while protecting all staff and patrons from anyone entering without a mask.

Ms. Cottrill went over specific procedures she had written for staff to follow in the provision of the following services via curbside delivery:

- FAX, scanning, photocopying, and printing (remotely via the website or using a flash drive)
- Checkout of a Chromebook for in-vehicle use with WiFi in the parking lot

She also shared a page of disclaimers she created to convey to patrons the terms and conditions of these services.

Mr. Woolard suggested that Ms. Cottrill add to the procedures for lending of Chromebooks in the parking lot the extra security features of asking for the patron's driver's license to confirm that it matched the identity of the library card holder and writing down the license plate number of the vehicle. Ms. Cottrill thanked Mr. Woolard for his suggestion and replied that she would add these procedures.

Mr. Woolard and Ms. Murawski unanimously agreed to recommend the policy change to the full Board for acceptance and advised Ms. Cottrill to implement its provisions immediately.

The meeting was adjourned at 10:38 AM.