Meeting Minutes - University Library Committee (ULC)
March 17, 2020; 12:00-1:30 pm
via Zoom

Attendees:

Creed Jones (chair), Sally Shupe (English), Lina Ni (Neuroscience), Eric Kaufman (Fac Senate), Lisa Kennedy (Nat Res & Env), Erin Smith (Library), Zhiwu Xie (Library), Edward Becker (Arch and Design), Jactone Ojego (Ag and Life Sci)

All attended remotely via Zoom

1. Review of minutes of February 7 meeting
   - No revisions to content
   - Suggest correction of the outline numbering
   Approved with stated correction, by unanimous consent (Eric / Lisa)

2. University Library preparation for COVID-19
   a. For context, there were 35 cases reported in the Commonwealth yesterday; 51 today. There are currently no diagnosed cases of COVID-19 in the VT community; there is one at UVa.
   b. The Library presented two different response plans to the university's Emergency Response Team:
      i. Close all common areas; enhance online services; bar return of physical materials.
      ii. Keep common areas open; require VT ID swipe to enter the library; reduce number of seats in common areas; encourage social distancing; distribute hand sanitizers; close study and meeting rooms; implement self-checkout.
   c. The library team prefers option i, for protection of staff and reducing risk of community breakout, but were instructed to implement option ii (keep common areas open).
   d. They have closed common areas to community, moving materials online, have to swipe your card to get in (thus limiting community access). Seating has been reduced and spaced apart, enforcing social distancing, which is CDC recommendation of 6 feet, providing hand sanitizer, and disinfecting spaces. Library is hoping they are not coming back to campus to mingle, but there aren't many coming to the library. They do not know if that will change when spring break ends. They've seen students have already come back.
   e. Library is working to protect their staff. If they can work from home, they are. If they have to work, separating themselves. They have a separate entrance, elevator, and stairs from traffic coming into building. All meetings are on Zoom. All front desk staff have been removed. Self-service machines are in place at the desk. Online chat is open.
   f. A police officer is in library monitoring floor situation. County public libraries are closed. They were afraid the community would be driven to VT, but with these efforts, they can't come here either (VT ID is required to enter). Staff are working reduced hours in the building. The library has strong WiFi, but all meeting space requests are being denied at this time. Comcast is making WiFi hot spots available to the community.
   g. The current policy is in place until changed; there is no timeframe stated. If there is a local confirmed case in Blacksburg, library will immediately close, then ask and revisit procedure. That would be their emergency response, but by that time, it would be too

late. Torgerson bridge space is closed. Dept buildings that have classrooms, and classroom buildings, are closed.
   h. If any materials are returned, they are sitting a week before being reshelved. Many staff are working offsite.
   i. These two links were shared also regarding COVID-19
      i. http://www.vdh.virginia.gov/surveillance-and-investigation/novel-coronavirus/?fbclid=IwAR0GkkoJ4_jz7pPuZmFHM5QUAqZvP5z9rMH_hd9rRM-e_XOkRYQC_cky4KE
      ii. https://www.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6

3. Resource identification for GWDCMA collection
   a. Eric forwarded information collected via faculty senate. CS supplied information but it includes requests not related to collections (furniture).
   b. Creed is still collecting information from ECE.

4. New business – none

5. Future meeting schedule – April 28 (will be via Zoom).

6. Action items
   a. Any feedback to Zhiwu on COVID-19 situation, especially news of pertinent developments.

7. Adjournment at 12:45 PM