

Manassas Park Library Board Meeting
September 10, 2020
7 p.m.

MINUTES

ATTENDEES

Michele Herd – Board Chair
Robin Hatcher – Board Co-Chair
Ann-Marie Stewart – Board Member
Lillian Zhu – Board Member
Andrea Barbuzza – Board member
Holly Ritchie – Library Director
Jay Swisher - City
Sara Roberts – LS&S

CALL TO ORDER

Mrs. Herd called the meeting to order at 7:10 p.m.

COMMENTS

Board Chair Herd raised a question regarding opening the Library completely to the public. Director Ritchie stated staff will discuss with city leadership. Staff continue to review local response to COVID and will make the appropriate recommendation in the coming weeks.

Board members would like to browse full collection online. Staff will create tutorials for the online catalog.

APPROVAL OF AGENDA

Ms. Herd asked for motion to approve the agenda. Board Member Hatcher moved to accept, Board Member Zhu seconded. The motion carried.

APPROVAL OF MINUTES

Ms. Herd asked for motion to approve the previous two meeting minutes (March 30, 2020 and June 11, 2020). Board Member Stewart moved to accept, Board Member Barbuzza seconded. The motion carried.

REPORTS

Library Director Report – attached.

Board member Zhu inquired about marketing techniques. Staff are utilizing social media, word of mouth, newsletters/online tools, paper flyers. Please submit marketing ideas to the Director.

RECOMMENDATION OF POLICIES

InterLibrary Loan (ILL)

Security Footage

Library Director Ritchie explained change in verbiage related to who can release images. Changed to: Only the City Manager or designee and the Library Director or designee will be authorized to release images to law enforcement.

Board member Stewart made motion to recommend policies and amendments as written, board member Zhu seconded. The motion carried.

MEETING SCHEDULE

Discussion was held about holding future meetings at the library. Audio/Visual concerns were expressed. Staff will test for best solutions.

Board set next meeting for December 3rd at 7 p.m.

DIRECTOR REPORT

The library has been open for 5 weeks, and it has been fantastic! We have seen a great response from the community and already have some regular patrons. Of those regulars, we have a couple of teenagers that will come in once a week to check out new books, a mother and son duo that come for their own personal Storytime, and we are starting to see high school and college age students come in to work. We also met with some of the Manassas Park school liaisons when they toured the library and have spoken with some of the homeschoolers. We plan to create strong partnerships over time.

Programs

Staff posted 7 unique program videos in August. The most successful program was Storytime. The videos are beginning to take off and that, seen in our increasing numbers of views. Our monthly calendar is designed to promote a mix of “live” programs and more passive activities for families to enjoy. In September we are continuing the Real World Basics program and our recorded virtual Storytime program with plans to expand into airing this program ‘live’ through Facebook.

New Cards

Since opening we have created 275 cards (both physical and virtual).

Available Services

The library is currently open for appointments and curbside services. Community members have taken advantage of this and have booked time to read, tour the library, utilize the printer, and access the public Wi-Fi. While computers are available, they have not been utilized yet as most people who have visited have their own personal devices.

Social Media Response

The response on social media has been very positive. We have had a lot of people interested in our posts and currently have 128 likes on Facebook and 2 subscribers on our YouTube channel. Additionally, we have had a lot of suggestions of future programs, and have started to see some requests for future materials. In particular we received a number of responses to our Pet Picture Challenge for the biweekly “Our Community in Photo’s” picture challenge post.

Manassas Park City Library August 2020 Statistics

Public Service Hours	192
Library Visits	672
Uses of Public Internet Computers	0
Wireless Sessions	N/A
Number of Website Visits	5,002
Total Reference Transactions	17
*Total Children's Programs	3
Total Children's Program Attendance	34
*Total Young Adult's Programs	3
Total Young Adult Program Attendance	22
*Total Adult Programs	0
Total Adult Program Attendance	0
Total Circulation - Electronic Materials	11
Total Circulation – Physical Materials	742
Total New Cards (Physical and Temporary)	275
Facebook Likes	128

Uses of Public Internet Computers: Computers were not useable for part of the month and there was no usage once they were available. They are now available and are being used.

Wireless Sessions: number currently unavailable, IT is working to obtain them for future use.