



**Manassas Park City Library Advisory Board Meeting**

**7:00 p.m., Thursday, August 4, 2022**

99 Adams Street

Manassas Park, VA 20111

**MINUTES**

**ATTENDEES**

Present

Michele Herd – Board Chair

Lillian Zhu – Board Co-Chair

Robin Hatcher – Board Member

Donald Shuemaker – Board Member

Ann-Marie Stewart – Board Member

Holly Ritchie – Library Director

Jennifer Giltrop – LS&S

**CALL TO ORDER**

Ms. Herd called the meeting to order at 7:00 p.m.

**COMMENTS**

Ms. Giltrop commented that she was glad to be back and is excited about the new library.

**APPROVAL OF AGENDA**

Ms. Herd asked if there were any changes to the Agenda. Ms. Herd asked for a motion to approve the agenda as changed. Mr. Hatcher moved to accept, and Ms. Stewart seconded. The motion carried.

**APPROVAL OF MINUTES**

No minutes to approve.

**REPORTS**

No Reports.

**DISCUSSION ITEMS**

No Discussion Items.

**ACTION ITEMS**

Policy Additions & Revisions

Virtual Reality

- Mr. Shuemaker asked what type of Virtual Reality (VR) we will be getting. Director Ritchie gave some examples of the type of experiences that will be purchased for the library. Ms. Giltrop explained that the experiences will be curated in the same manor that the collection is curated.
- Ms. Zhu asked about the process for selecting experiences that are suggested for purchase by the community. Ms. Giltrop explained that existing collection development policies can be pointed to when talking to patrons and that additional adjustments could be added at a later date if needed.
- Mr. Shuemaker asked if the Cybrarium had run into any issues with requests being accepted. Ms. Giltrop stated that there were not many issues and that the Cybrarium did opened with 70 preloaded options to choose from and the educational experience is the focus whenever possible.
- Ms. Hatcher asked if these will only be used in the library and if there will be a designated location for it. Director Ritchie explained that yes, it will only happen in the library. The location will depend on the structure of the program but it could be out on the floor or in a specific multipurpose room.
- Ms. Hatcher asked if the waiver would be signed just once or every time. Director Ritchie explained it would be signed only once.
- Ms. Held asked if a thirteen to eighteen-year-old who had the waiver signed with their parent would be able to use the VR then in the future without their parent present. Director Ritchie stated yes.
- Ms. Hatcher asked how many people would be allowed in the room with the person. Director Ritchie explained it would be mainly restricted to the person playing with other viewers watching from the TV it is connected to. Ms. Giltrop added that in the case of a larger program on the main floor there would be a designated space and that in many experiences the participant is seated to avoid disorientation.
- Ms. Held asked for a motion. Mr. Shuemaker moved to accept the Virtual Reality policy and Virtual Reality waiver as presented. Ms. Hatcher seconded. The motion carried.

### 3D Printing

- Mr. Shuemaker asked if people could submit their own designs outside of programs. Director Ritchie explained that yes, the library would accept submissions. Ms. Giltrop added that it is staff mitigated in order to ensure that items are not printed that are not allowed.

- Ms. Zhu how long a print takes to complete. Director Ritchie explained that it depends on the size of the print. A small basic and flat design could take 20 minutes while a larger and needs support could take up to 18 hours or more.
- Ms. Stewart asked if the library would be eating the cost of the misprints. Ms. Giltrop stated that yes, that cost would be assumed by the library.
- Ms. Zhu asked about the criteria around what patrons can print. Director Ritchie explained that copyrighted items, weapons, and other items prohibited by law cannot be printed, otherwise it is based on the size of the build plate.
- Ms. Held asked for a motion. Ms. Hatcher moved to accept the 3D printing policy as presented. Mr. Shumaker seconded. The motion carried.

#### Hotspot

- Ms. Hatcher asked how many hotspots the library will have. Director Ritchie stated it will be 5.
- Ms. Hatcher asked if the hotspots have to come back after the 7 days or if they can be renewed. Director Ritchie explained they have to be brought back.
- Mr. Shumaker asked what prompted the need for this service. Director Ritchie explained that COVID brought to light a gap of service in some areas of the community and libraries had risen to fill that gap. There had been inquiries at the library about the service and the decision was made to start small and see how the use goes. Ms. Giltrop added that the with the shift during the pandemic library's are now receiving a certain number of hotspots for free each year and only need to pay the service fee.
- Ms. Hatcher asked how many can be ordered. Director Ritchie said 11 per year.
- Ms. Hatcher asked how much the service fee was. Director Ritchie explained it is \$110 per year per device for the service.
- Mr. Shuemaker asked if it would be better to limit this service to Manassas Park residents. Ms. Held commented that there are some other services that patrons from other jurisdictions get our library card to access. Ms. Stewart commented that she didn't see many people going out of their way just to get our hotspots. Ms. Held asked about the interest that had been expressed. Director Ritchie explained that the interest was from patrons who came for a different reason and asked about hotspots while they were present. Ms.

Stewart commented that she wasn't sure she wanted to put tiers on what card holders can and cannot do. Ms. Held commented that she had had the same thought as Mr. Shuemaker initially but wasn't sure if we should start that especially since all patrons will be held to the lost fee. Mr. Shuemaker stated he just wanted to put it out there. Ms. Stewart added that our patrons would be able to check out hotspots at our reciprocal partners.

- Ms. Hatcher asked when the lost fee of \$75 would go into effect. Director Ritchie stated that it is automatically charged after 15 days. Ms. Hatcher asked if the patron brings the item back on day 16 would they still need to pay. Ms. Giltrop commented that it would then be waived. Ms. Stewart added that it is so that library staff don't have to track how many days it's been.
- Mr. Shuemaker asked how notifications are distributed. Director Ritchie stated it is through email.
- Ms. Zhu asked what would happen if someone decided they wanted to keep the device. Director Ritchie stated the service would be turned off after 7 days. Mr. Shuemaker followed up by clarifying what if someone wanted to take the device and set up their own service. Ms. Giltrop stated she believes they are registered similar to cell phones and unable to be switched. Ms. Stewart stated that they can be bought for less money than the library will charge for replacement.
- Ms. Held asked for a motion. Ms. Hatcher moved to accept the Hotspot Policy as presented. Ms. Stewart seconded. The motion carried.

#### Fines & Fees Addendum

- Mr. Shuemaker asked about the black and white copy increase. Ms. Giltrop explained that this is pretty standard library pricing. She added that this is from the inclusion of credit card fees since they must be based onto the patron by city policy.
- Ms. Stewart asked about the wording of "Overdue Fines" in the first section. Ms. Giltrop explained that this is describing when an account is blocked from further checkouts after owing a certain amount of money. She added that this probably could be worded differently. Mr. Shuemaker suggested "Unpaid Balances". Ms. Stewart suggested "Unpaid Fines or Fees" to tie it back to the policies.
- Mr. Shuemaker asked if all fees had the credit card fee imbedded in them. Ms. Giltrop stated that yes, they all have the fee included.

- Ms. Zhu asked about the comparison of printing costs to businesses such as staples as well as the possibility of a cash price and a credit price. Ms. Giltrop stated that the software would not be able to do two separate prices. Ms. Stewart stated that the cost at staples is 19 cents compared to our 20 cents.
- Mr. Shuemaker asked how many prints we had at the old location. Director Ritchie estimated the cost to be under \$200 since the library opened.
- Ms. Held asked for a motion. Ms. Hatcher moved to accept the Fines and Fees Addendum as modified. Mr. Shuemaker seconded. The motion carried.

Mr. Shuemaker asked if we had an open date. Ms. Giltrop explained we do not currently have an open date due to construction and vendor delays. Director Ritchie added that we would go visit the schools while we wait until we can open. Mr. Shuemaker suggested we attend the schools open houses.

Ms. Stewart asked if we had any information about a friend's group so they can begin spreading the word. Director Ritchie stated that information was being created and would be communicated to them as soon as it was finished.

#### **MEETING SCHEDULE**

Next meeting rescheduled for September 8<sup>th</sup> at 7:00 p.m.

#### **MEETING ADJOURNED**

Ms. Held asked for a motion to adjourn. Ms. Hatcher moved to adjourn, and Mr. Shuemaker seconded. The motion carried.