

September 1, 2020 at 5:00 p.m.
Bedford Central Library
Bedford Room

Call to Order

Approval of Agenda

Approval of the Minutes from the last meeting

Public Comments

Board Chair Report

Director's Report:

- Collection development/purchasing process discussion
- Policies and Procedures – update from August meeting
- Personnel/VOSH – update from August meeting
- Buildings
- Technology
- September is Library Card Signup Month
- FY21 Operating Budget updates – action item

Financials

New Business

Adjournment

Bedford Public Library System
Board of Trustees meeting Minutes
Bedford Central Library
August 4, 2020

Board members present: Natalie Martin, Debbie Bahouth, Randy Cox, Mary Jo Krufka, Anna Stevens and Hope Cupit.

Staff present: Jenny Novalis, Library Director

Ms. Krufka called the meeting to order at 5:01pm.

Ms. Krufka asked for a motion to approve the agenda. Mrs. Cupit motioned to approve the agenda, Mrs. Martin seconded, all agreed.

Ms. Krufka asked for a motion to approve the minutes from the previous meeting. Mrs. Martin motioned to approve the minutes, Mrs. Stevens seconded, all agreed.

No public comments.

Directors Report:

The proposed changes to the holiday policy were discussed, and there were no public comments on any of the policy changes presented at the previous meeting. Mrs. Novalis noted that the current draft of the holiday policy, as distributed in the board packet, is the most recent. Changes include adding 2 additional holiday days and making all regular employees eligible for holiday pay. Ms. Krufka asked for a motion to approve the holiday policy with changes. Mrs. Cupit motioned, Mrs. Stevens seconded, all agreed. Proposed changes to the circulation policy were discussed. Mrs. Novalis stated that both changes involve easing some restrictions due to the current economic state, increasing the amount of money owed before blocking access and sending to our debt collection vendor. Ms. Krufka asked for a motion to approve changes to the circulation policy, as presented. Mrs. Martin motioned to approve the revisions to the circulation policy, Mrs. Bahouth seconded, all agreed. Ms. Krufka asked for a motion to approve adding the "Infectious pandemic - levels of emergency chart for safe buildings" section to the emergency policy. Mrs. Bahouth motioned to add the document, Mr. Cox seconded, all agreed.

Mrs. Novalis talked briefly about the IMLS / OCLC / Battelle materials safety project, called REALM or REopening Archives, Libraries and Museums. The test 1 results and test 2 results have been published and the summary reports were handed out. The Board discussed how the library's current returned materials quarantine process fits with the most recent findings about how long the SARS CoV-2 virus survives on common library materials. Mrs. Novalis noted that the first result set indicated it is active on the DVD cases, and hardback book covers for only 1 day after exposure; but up to 3 days on the Mylar covered book covers, paperback book covers and pages inside of a closed book. Currently the BPLS quarantines all materials for a minimum of 3 days anyway. The results of test 2 present a problem for the magazines and children's board books though. Those tests indicate the virus is still active on these surfaces up to 4 days after exposure. The Board discussed how to move forward with our lending policies knowing this new information. Several scenarios were discussed but it was agreed to allow only in-house use of the magazines (non-circulating status) and to discard the older issues unless there is sufficient storage space to house them, off the public floor. Board books can be wiped off with alcohol

wipes manually after the 3 day quarantine period. Results for test 3 should be available in mid-August and test 4 has been announced. Test 4 will look at similar book materials as test 1, but the items will be stacked, instead of laid out alone. Mrs. Novalis will keep the Board updated.

Mrs. Novalis presented the FY20 library stats and noted that everything from physical book checkouts, to computer usage, to programming attendance was down from last year, due to the time we were closed and the safety precautions taken once we re-opened. The only stat that was higher than last year, was the number of electronic books/audiobooks and such that checked out, that figure was 130% of FY19.

Staff committee work on the 20-25 long range plan was put on hold after the state of emergency was declared but it will be continuing now. Updated timeframe puts a final plan, up for Board vote at the January 2021 meeting. Board recommendations will be discussed at the October 2020 meeting.

Mrs. Novalis reported that all the staff vacancies except for one page position at Bedford Central, have been filled. Administration is also creating a handbook for personnel questions and situations related to COVID-19. The handbook would cover "what to do if ..." type of situations involving staff safety issues, as well as, how to handle difficult staff-patron interactions. To this effect, Library Administration is working through the 'nine steps to achieve compliance' document put out by the VA Occupational Safety and Health Program for the new Emergency Temporary Standard for the COVID-19 Pandemic. It is our understanding that we have 30 days from its publication on July 27 to reach compliance. A discussion about the ETS and where library employees fit in the classification process put forth in the standard ensued. Mrs. Novalis reported that the majority of other public libraries in VA are classifying their employees as Lower Risk and that several of the compliance steps have already been undertaken in our workplaces. Mrs. Novalis will keep the Board informed.

The Library received reimbursement of Erate eligible expenses from the January 2020-June 2020 monthly internet Shentel bills. The deposit amount was \$20,314.82. The Board discussed upcoming priorities for vehicles, buildings and technology needs. Ms. Krufka asked for a motion to move the \$20,314.82 into the facilities maintenance fund, Mrs. Bahouth motioned, Mrs. Martin seconded, all agreed. Mrs. Novalis noted that due to the timing of this meeting, the end of July financial reports were unavailable, but would be presented at the next meeting.

Ms. Krufka asked for a motion to adjourn. Mrs. Bahouth motioned, Mr. Cox seconded, all agreed. The meeting adjourned at 6:25pm

Directors Report
September 1, 2020 at 5:00 p.m.
Bedford Central Library
Bedford Room

Collection development/purchasing process discussion

Policies and Procedures –

- (update from August meeting) REALM project (Reopening Archives, Libraries and Museums) update. Test 3 results were published on August 20
 - Resource page is here: <https://www.webjunction.org/explore-topics/COVID-19-research-project.html>

Personnel – update from August meeting

- Handbook for COVID-19 personnel and safety situations is done. And is being updated as new CDC and workplace guidelines are released.
- Emergency temporary standard update
 - Staff committee is being formed to provide real-time input for safety measures and to update Library Administration of any new workplace safety guidelines related to the ETS
- Full text of the standard is available here: <https://www.doli.virginia.gov/covid-19-outreach-education-and-training/>

Buildings

- Discussion of workplace/library improvements and retrofits to align with infectious disease safety measures

Technology

- Rewiring work at the Forest and Big Island Libraries is complete
- Total cost of building upgrades/rewiring (3 year project)
- Benefits of this project (summary)

September is Library Card Signup Month

- Library card signup campaign ideas
- Collaboration with BCPS – student card

Budget updates – action item

- Updated personnel amount and library materials income/expense

Financials

- Fund account balances
- Income/expense reports from July 2020

Results show that after five days of quarantine in an unstacked configuration, the SARS-CoV-2 virus was not detected on the storage bag (flexible plastic) or the DVD. The storage container (rigid plastic), plexiglass, and the USB cassette all showed detectable virus at five days. Day five was the final timepoint tested.

Compared to the results of Test 1 and 2, this data suggests that a slightly longer quarantine time for these types of plastic-based materials may be required to render SARS-CoV-2 undetectable through natural attenuation alone. **Alternatively, based on the materials' nonporous nature, suitable liquid disinfection methods may promote a more rapid decontamination than the quarantine method.**

Test Methods

The items studied in Test 3 were not sterilized before testing. Battelle propagated the clinical isolate of the SARS-CoV-2 virus in-house, followed by characterization and testing to establish a certified titer. All testing was conducted within a [biosafety level](#) (BSL)-3 laboratory.

Test coupons (N=5) and blank (N=1), per timepoint, were excised from each of the five library materials in 1.9 cm × 7.6 cm-sized coupons. Stock SARS-CoV-2 was applied as 10 10- μ L droplets (100 μ L total) on each coupon and allowed to dry at ambient laboratory conditions in a Class II biosafety cabinet (BSCII), as shown in Figure 1. Once dry, a set of test coupons were collected and processed (T0 samples), and the remainder of test coupons were moved to a Class III biosafety cabinet to maintain the desired ambient environmental conditions of $22 \pm 2^\circ\text{C}$ and relative humidity (RH) of $40 \pm 10\%$. Actual conditions achieved were $21.9 \pm 0.61^\circ\text{C}$ and $37.4 \pm 0.92\%$ RH. All material coupons, after inoculation and subsequent drying, were placed on top of a stainless steel rack and into the environmentally controlled chamber for testing.

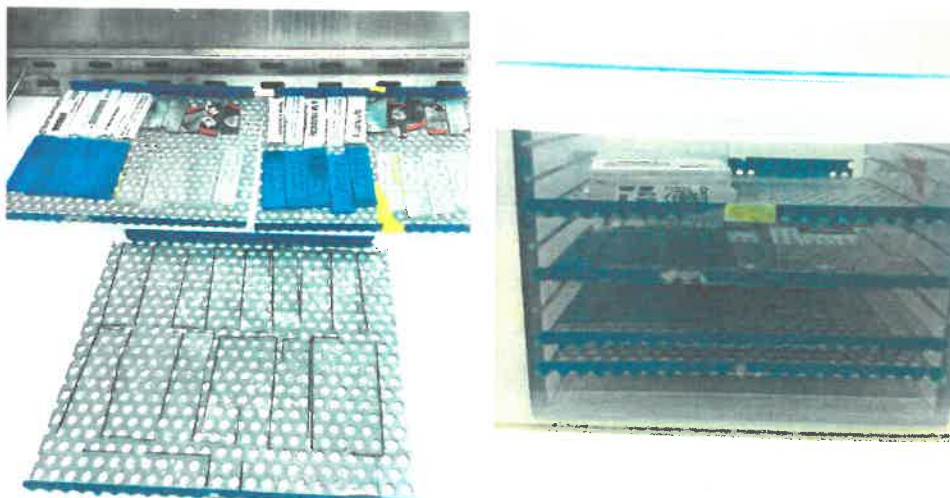


Figure 1. Inoculation of SARS-CoV-2 onto Test 3 materials (left). After inoculation, the extracted test coupons were placed inside the exposure chamber to control Temp and RH (right).

At the specified time points, the test coupons were removed from the environmental chamber and placed in 50-mL conical tubes (Fisher Scientific Cat. No. 14-959-49A, Waltham, MA, USA) and extracted with 10-mL complete cell culture media (Dulbecco's Modified Eagle Medium, Corning Cat. No. 10-010-CV, Corning, NY, USA) supplemented with 2% fetal bovine serum (Gibco Cat. No. 10082147, Carlsbad, CA, USA) and penicillin-streptomycin (Gibco Cat. No. 15140122) agitated on a platform shaker at 200 rotations per minute for 15 minutes.

During the extraction process, there was a potential for chemicals from the test materials or adhesives contained within those materials, to leach into the extracted liquid. Those chemicals could have had a deleterious cytopathic effects (CPE) on the cell culture monolayer. Since cell culture monolayers are needed for the median tissue culture infectious dose [TCID₅₀] assay to quantitatively determine infectious virus, it is important that the extractant does not have components other than the SARS-CoV-2 that will cause CPE, since this will result in false positives (i.e., presence of infectious virus).

To mitigate the potential for chemically induced CPE, the extracts were transferred to a concentrator (Spin-X UF Concentrator, Corning Cat. No. CLS431491) and centrifuged until the ~10-mL starting volume was concentrated to ~ 0.5 mL. Approximately 10 mL of fresh complete cell culture media was added to the concentrated sample (i.e., extracts) for the purpose of washing and removing any residual chemicals. The concentrator was centrifuged again and concentrated to ~ 0.5 mL. Media was added to equilibrate all washed extracts to approximately 2 mL.

The limit of quantitation (LOQ) of this assay is 13.1 TCID₅₀ units. Once below this threshold, the assay can no longer assign a quantitative value output; however, a qualitative assessment of the presence of infection can be observed through manual microscopic examination. Therefore, any values below LOQ, but positive for presence of virus, are assigned a value of 10 (indicating positive) to allow it to be resolved from 0 (indicating negative) presence of viral infection in the Vero cells.

The test sample extracts were assayed in Vero E6 cells (ATCC CRL-1586, Manassas, VA, USA), and after a 72-hour incubation at 37°C with 5% CO₂, the TCID₅₀ assay plates were observed for CPE. The test matrix covered five time points (T, or day): T0, T2, T3, T4, and T5. As shown in Table 2 and Figure 3, at T0, a 1.2 to 1.5 log reduction (LR) was observed on all materials. Once dry, the rate of attenuation slowed and by day 5, two materials (the storage bag and DVD) had attenuated below the level of detection for the assay, meaning no CPE was observable in the undiluted extract placed onto the Vero cells. Recoverable SARS-CoV-2 were still observable on the USB cassette, the storage container, and the plexiglass through day 5, although all were below the LOQ.

Table 2. Test 3 total log₁₀ SARS-CoV-2 recovered at days 0, 2, 3, 4, and 5.

Description	Inoculum ¹	0 Day ²	2 Day	3 Day	4 Day	5 Day
Talking book, USB cassette	4.70	3.24	1.45	1.12	0.54	0.26
DVD	4.70	3.24	1.28	1.55	1.39	< LOD
Storage bag (flexible plastic)	4.70	3.47	1.76	1.77	0.52	< LOD
Storage container (rigid plastic)	4.70	3.16	1.26	0.85	0.78	1.04
Plexiglass	4.70	3.24	1.41	1.61	0.52	0.52

¹ Total number (log₁₀) of virus applied to each material
² Total number (log₁₀) of virus recovered after ~1hr dry period

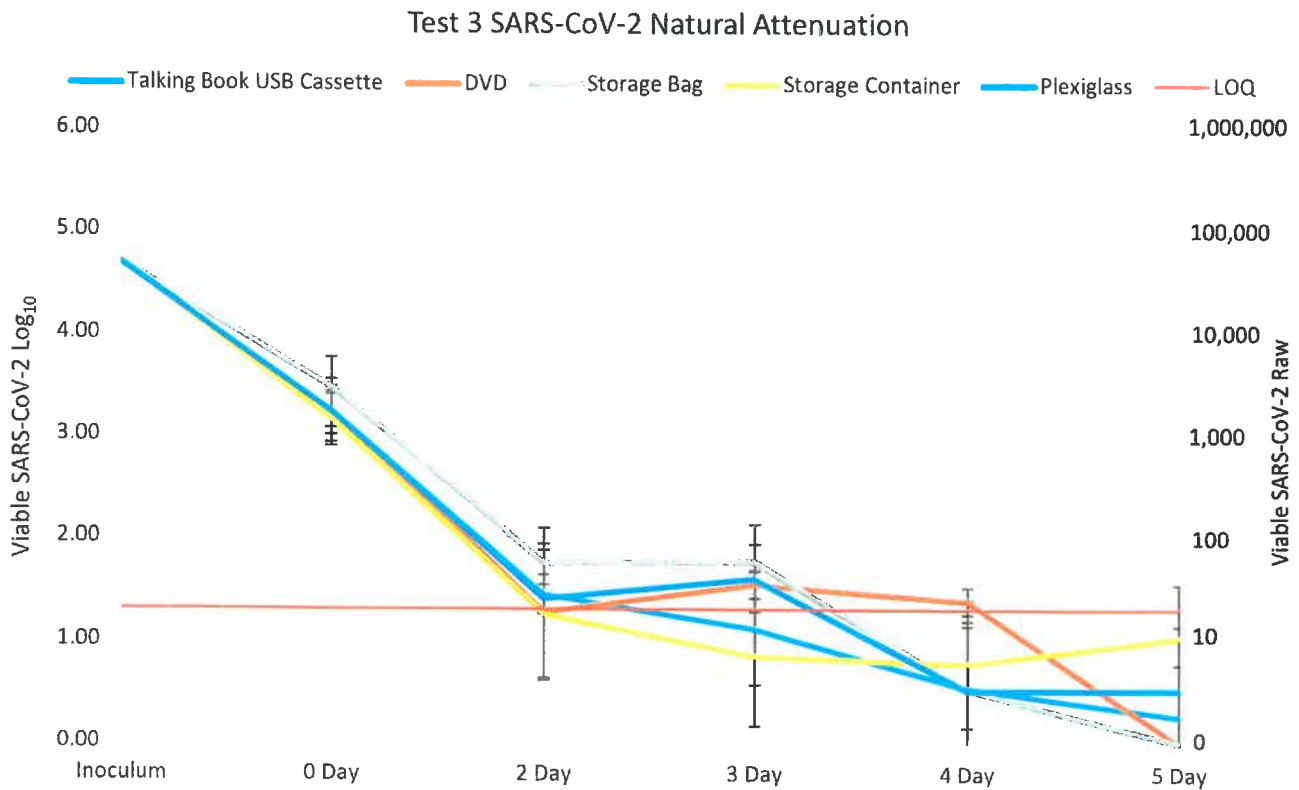


Figure 3. Test 3 attenuation of SARS-CoV-2 at days 0, 2, 3, 4, and 5, with ± 95% confidence intervals indicated by the black vertical bars for each test date and item.

Bedford Public Library System FY21 Operating Budget --

Revenues	FY20	FY21	%
Bedford County health insurance inc	\$ 1,665,616	\$ 1,665,616	86.0%
State Library Aid	\$183,078	\$ 189,306	9.7%
Other	\$ 75,250	\$ 83,250	4.3%
Total Revenue:	\$ 1,923,944	\$ 1,947,332	100.0%

Expenditures	FY20	FY21	%
Personnel Services	\$1,282,801	\$1,297,824	66.6%
Contractual Services	\$277,540	\$277,685	14.3%
Library Materials	\$159,373	\$173,306	8.9%
Library Programs	\$8,255	\$6,600	0.3%
Supplies & Materials	\$36,064	\$34,300	1.8%
Transfer Payments	\$2,250	\$2,250	0.1%
Continuous Charges	\$141,886	\$140,842	7.2%
Property & Improvement	\$15,775	\$14,525	0.7%
Total Expenditures:	\$1,923,944	\$ 1,947,332	100.0%

\$ -
189,306

Other Revenue Description	Estimate
4100-0011 Fees and Fines	\$ 27,000
4100-0012 Lost/Damaged Materials	6,000
4100-0014 Passport Fee	3000
4100-0021 fax fees/computer printing	20,000
4100-0022 Postage	350
4100-0023 Sales	-
4100-0024 Memorials and Donations	400
4100-0091 Recovered costs - Copiers	4000
4100-0092 Recovered costs - Registrar	3000
4100-0099 Misc. revenue	2000
4100-0501 Interest Earnings	500
4100-0711 Bedford Comm Health Fund	7,000

Carry over from FY20 \$ 10,000

4100-0050 E-Rate Funds (7/19 to 6/20)
Instructed by Schools and Libraries Division to
leave amount out of operating budget as it is
not guaranteed income.