### **MINUTES** LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES' MEETING LAS VEGAS, NEVADA

**MARCH 12, 2020** (approved July 23, 2020)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Sahara West Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, March 12, 2020.

Present: Board: F. Ortiz, Chair

E. Foyt

M. Francis Drake

J. Meléndrez

G. Welt Counsel:

Absent: S. Bilbray-Axelrod

> S. Ramaker K. Rogers

Dr. Ronald R. Heezen, Executive Director Staff:

Numerous Staff

Phil Sandusky, Diligent Corporation Guests:

F. Ortiz, Chair, called the meeting to order at 6:04 p.m.

Roll Call and Pledge of Allegiance (Item I.)

All members listed above represent a quorum. Trustees Foyt and Wadley-Munier attended via telephone. Trustees Bilbray-Axelrod, Ramaker, and Rogers had excused absences. Trustee Foyt left the

K. Benavidez

B. Wilson

R. Wadley-Munier

meeting at 7:00 p.m. Appendix A.

Trustee Wilson led attendees in the Pledge of Allegiance.

**Public Comment** (Item II.)

None.

Agenda (Item III.) Trustee Benavidez moved to approve the Agenda as proposed. There

was no opposition and the motion carried.

Approval of **Proposed Minutes** Regular Session,

Trustee Meléndrez moved to approve the Minutes of the Naming Library Policy Committee Meeting held January 16, 2020. There was no opposition and the motion carried.

November 19, 2019; Naming Library **Policy Committee** Meeting, January 16, 2020; Regular Session, January 16, 2020; Regular Session, February 13, 2020. (Item V.A-D.)

The Proposed Minutes of the Regular Session, November 19, 2019; the Regular Session, January 16, 2020; and the Regular Session, February 13, 2020 (Items V.A., C., and D.) were removed from the Agenda.

Chair's Report (Item VI.)

Trustee Francis Drake reported on the Public Library Association's Conference she attended at the end of February in Nashville,

Tennessee. She passed along a comment that she heard in one of the

sessions regarding trust in government entities. While in many areas, the level of trust in government entities is going down, it is at 76% for public libraries which shows the high level of trust communities have in the institution.

Presentation on the Spring Valley Library by Branch Manager Leah Ciminelli (Item IV.A.) Spring Valley Library Branch Manager Leah Ciminelli provided a report on the branch and its activities to the Trustees. The report is attached as Appendix B.

Trustee Wadley-Munier thought it was wonderful that the Spring Valley staff were helping so many new arrivals to the valley which, in turn, makes them so successful.

Trustee Benavidez asked whether the Three Square meals provided by the branch were only given out during the school year, or was it a year-around program. Ms. Ciminelli clarified that the meal, which was lunch, was provided year around.

Trustee Meléndrez thanked Development and Planning Director Danielle Milam and Spring Valley staff members Leah Ciminelli and Ashley Gordon for their work in setting up the partnership with UNLV in order to invite the social work students do their work in the branch. For the students, he believed it will provide a solid foundation for how people look at the utilization of services that can be provided to a wide range of groups and individuals through the library.

Chair Ortiz thanked Ms. Ciminelli for her presentation and her staff for their great job in facing so many challenges.

Briefing on Diligent Platform by Phil Sandusky, Customer Success Manager (Item IV.B.) Executive Assistant Allison Boyer introduced Phil Sandusky, Customer Service Manager from Diligent. Mr. Sandusky walked through the Diligent platform to instruct Trustees on digital access for Board documents, and other supporting material required by the Trustees. He explained how to move through each meeting "book" for the material, and how to find information that was previously contained in paper documents.

Trustee Wadley-Munier wanted to know how soon she could throw out her paper. Ms. Boyer explained that, starting in January, 2020, all Trustee meeting material will be online on Diligent.

Ms. Boyer also said she would get in touch with those Trustees who were not able to attend the meeting and arrange for their training.

At the end, Ms. Boyer thanked IT Director Al Prendergast, Assistant IT Director Ron Melnar, Nadine Algriego, and Electronic Resources Manager Jocelyn Bates for their assistance with various parts of this project.

Library Reports (Item VII.)

Trustee Wilson moved to accept Reports VII.A.1-3. There was no opposition and the reports were accepted.

Executive Director's Report (Item VII.A.)

[Immediately prior to the meeting, Governor Sisolak declared a State of Emergency in Nevada due to the novel coronavirus (COVID-19) pandemic.]

Dr. Heezen devoted most of his report to reporting on staff's actions in response to the threat of COVID-19. These are detailed in Appendix C and Appendix D, copies of which were provided to Trustees at the meeting.

Appendix C – LVCCLD actions during the current Coronavirus Disease 2019 (COVID-19) outbreak through March 12, 2020.

Appendix D – Health and Safety Mitigation Plan – Programming Sub Committee.

At this time, the District is suspending all programs, events, rental usage of meeting rooms and performing arts centers, art gallery receptions, and outreach activities through June 30, 2020 with the possibility of future extension.

This led to a wide-ranging discussion among Trustees, Dr. Heezen, and Counsel Welt regarding customer and staff health issues, District coverage if schools shut down, legal implications, disinfecting library materials, providing services to staff, providing services to customers such as curbside pickup/drop-off, computer center use while maintaining social distancing, the need to provide a safe haven for those out of school as well as those with no access to computers or the internet. Several Trustees emphasized that the situation is very fluid and things could change rapidly. Community Engagement Director Matt McNally, and Assistant General Services Director John Vino responded to questions.

Trustee Foyt had to leave the meeting towards the end of the above discussion.

### In other items:

Dr. Heezen thanked Chair Ortiz for all of his hard work on the East Las Vegas Library over a number of years which resulted in the District receiving the Mayor's Urban Design Award for 2019. Since Ortiz was not able to attend the recent Las Vegas City Council Meeting at which the awards were presented, he wanted to acknowledge and thank Ortiz specifically. Ortiz described the 25 year+ process which led to the opening of the library branch last year. He emphasized that one should never give up asking for what the community needs as persistent effort will pay off, even if it takes longer than anticipated.

Dr. Heezen reported on a group calling themselves the First Amendment Auditors who were filming public areas around Clark County to confirm public access was available.

Executive Director Dr. Heezen thanked all staff who put the Board meeting together including staff from TPS, branch staff, and administrative staff.

Library Operations, Security Reports and Monthly Statistics (Item VII.A.1.a.) Chair Ortiz congratulated staff on the overall gate count while also noting that the numbers at the individual branches such as Clark County, Rainbow, and Sahara West remained high. He complimented the staff at Sunrise Library for their very high numbers compared to larger branches.

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Branding and Marketing Report and Electronic Resources Statistics (Item VII.A.2.a.) No questions.

Community Engagement Report and Monthly Statistics (Item VII.A.2.b.)

No questions.

Development and Planning Report (Item VII.A.2.c.)

No questions.

Information Technology Report (Item VII.A.2.d.) No questions.

Financial Services Report (Item VII.A.3.a.) No questions.

General Services Report (Item VII.A.3.b.) No questions.

Human Resources Report (Item VII.A.3.c.)

No questions.

Unfinished Business (Item VIII.)

None.

Discussion and possible Board action regarding the closing of the East Las Vegas Library at 3:00 p.m. on Friday, September, 25, 2020.
(Item IX.A.)

Development and Planning Director Danielle Milam explained that the Las Vegas-Clark County Library District Foundation, Inc. (the Foundation), an independent 501(c)(3) non-profit corporation, was chartered in 2003 to "aid, support and assist the promotion, growth, and improvement of the Las Vegas-Clark County Library District (the Library District)," and to serve as an "innovative, flexible, and efficient vehicle to facilitate the solicitation and management of gifts, grants, bequests, and devises for the benefit of the District."

Ms. Milam continued to say that, in September, 2019, the Library Foundation board considered and approved the idea of creating a donor cultivation event to introduce and showcase the new library service model and spaces, including 1) Interactive family learning environments; 2) Teen tech labs; 3)Homework Help Rooms; 4) Computer Labs; 5) Adult Learning Center and One-Stop Career Center classrooms and cubicles; 6) Consultation rooms, meeting rooms, and

study rooms; Art Gallery; Community Rooms; and Performance Spaces.

Over the past few months an event committee has been formed, with co-chairs Felipe Ortiz, Chair of the Library District Board of Trustees, and Keiba Crear, Library Foundation President, and members including Shannon Bilbray-Axelrod, Chaka Crome, and Nicole Rogers. The event will take place on Friday, September 25, 2020, from 6:00-8:00 p.m. at the East Las Vegas Library. The event will highlight six unexpected and surprising library experiences within the building to give potential donors ways to explore and understand the powerful roles libraries play today.

Attendees will be invited to roam freely, interactively engage in new learning environments, and ultimately gather in the Community Room for a brief program. The event will also serve as a launch for the Library Foundation's Capital Campaign that will complement the Library District's efforts to renovate 13 branches and activate new service models in 13 existing branches.

To accomplish the set-up of these learning activities, technology, food, and beverage stations for a 6:00 p.m. start, it is necessary to close the East Las Vegas Library early. Staff recommendation is to close the facility at 3:00 p.m. The Library District Board of Trustees has the sole power to adjust library facility hours of operation.

Trustee Benavidez moved to approve a 3:00 PM closing of the East Las Vegas Library on Friday, September 25, 2020, to facilitate a Library Foundation donor cultivation event. There was no opposition and the motion carried.

Discussion and possible Board action regarding authorization to extend the appointment of the District's current auditor, Piercy Bowler Taylor & Kern, for one year, for the fiscal year ending June 30, 2020. (Item IX.B.)

Deputy Director/CFO Fred James explained that Nevada Revised Statutes (NRS 354.624) require the Board of Trustees to designate its auditor or firm no later than three months before the close of the fiscal year for which the audit is to be made. In March 2013, the Board approved Piercy Bowler Taylor & Kern as the District's auditors. The Request for Proposal called for an initial appointment for auditing services for the year ending June 30, 2013, with four one-year renewal options.

At the March 8, 2018 Board meeting, the Board approved an extension for the year ending June 30, 2018. At the March 14, 2019, Board meeting, the Board approved an extension for the year ending June 30, 2019. Staff wishes to extend the appointment of Piercy Bowler Taylor & Kern for one additional year, to audit the District's June 30, 2020 financial statements.

Mr. James continued to say that Piercy Bowler Taylor & Kern's fees for the fiscal year ending June 30, 2020, are \$50,000 for audits and GFOA assistance for the District, and \$4,000 for any required Federal Financial Assistance Audit reports and procedures. The fees for the fiscal year ended June 30, 2019 were \$50,000 for audit and GFOA assistance and \$4,000 for required Federal Financial Assistance Audit reports and procedures.

Trustee Wilson moved to authorize staff to appoint Piercy Bowler Taylor & Kern for auditing services for the fiscal year ending June 30, 2020. There was no opposition and the motion carried.

Discussion and possible Board action regarding changes to the current address of the Enterprise Library.
(Item IX.C.)

Dr. Heezen and Mr. Rice explained that, at the February 13th Trustee meeting, Trustee Elizabeth Foyt requested that the name of the street for the Enterprise Library be changed from "Shelbourne Ave." to "Las Vegas Boulevard." Purchasing and Administration Manager Nancy Hodges contacted the Clark County Comprehensive Planning Department to discuss the request. Ms. Hodges was told that street assignments are based upon the following criteria, which takes emergency service response into consideration:

- Street used to access main entrance
- Direction main entrance faces
- Main entrance distance from the street

In the District's case, the Enterprise Library's main entry is accessed from Shelbourne, the main entry faces Shelbourne, and it is closer to Shelbourne than Las Vegas Boulevard (see the photo below).



The representative with whom Ms. Hodges spoke does not have the authority to submit a 'change request' because the above criteria shows that Shelbourne Avenue is the correct street name. This being said, according to the representative, there have been times when a change like this was made. Keeping that in mind, staff would like direction from the Board.

Trustee Benavidez asked if a cost analysis had been done. Mr. Rice said none had been done at this time but costs would include redesigning the parking lot to accommodate an entrance off of Las Vegas Boulevard plus a possible traffic light. All of these costs would need to be borne by the District.

Trustee Wilson commented that the District had many other priorities and he does not think it is worth pursing any further.

Trustee Wadley-Munier stated that she got lost the first time she went to the Enterprise Library so she understands the interest in the change. However, she is worried about funding the District's other priorities due to the cost of the change. Finally, no one knows the impact of the Covid-19 virus. Wadley-Munier suggested that some clarification be added to the Enterprise Library address in District publications, like other places have done. Counsel Welt agreed, and suggested that something like, "Shelbourne Avenue at Las Vegas Boulevard" be added to the address.

Chair Ortiz commented on the strictness of county rules, suggested working with Regional Transportation Commission on adding a bus stop, and working with the County when they make changes and upgrades to the road, which Ortiz stated would happen in the future. This would reduce costs.

Trustee Wadley-Munier would like to put something on the record about moving forward on this item, but was concerned about the costs.

No motion was made.

### Announcements (Item X.)

The next Finance and Audit Committee Meeting will be held Thursday, April 16, 2020 at 6:000 p.m. in the Rainbow Library, 3150 N. Buffalo Dr., Las Vegas, Nevada 89128.

The next Board Meeting will be held Thursday, April 16, 2020, at 6:15 p.m. in the Rainbow Library, 3150 N. Buffalo Dr., Las Vegas, Nevada 89128.

Chair Ortiz reminded Trustees that there will be a Board Retreat on Tuesday, April 28, 2020 from 8:00 a.m. to 3:00 p.m. The location will be determined shortly and Trustees will be advised.

Dr. Heezen reminded Trustees that former Trustee and Board Chair Verlia Davis-Hoggard's funeral will take place at 11:00 a.m. on Monday, March 16, 2020 at the First AME Church on Revere. He asked that anyone who needs the information about the location please contact Ms. Boyer.

### Public Comment (Item XI.)

None.

Executive Session (Item XII.)

Removed from Agenda.

Adjournment (Item XIII.)

Chair Ortiz adjourned the meeting at 7:35 p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary

### **2020 ATTENDANCE**

Appendix A

March 12, 2020 Regular Board Meeting

	2020	January 16 Naming Library Policy Cmt	January 16 Regular Board Mtg	February 13 Regular Board Mtg	March 12 Regular Board Mtg			
Benavidez		A-E	A-E	Р	Р			
Bilbray-Ax		Р	Р	Р	A-E			
Drake	Marilyn	Р	Р	Р	Р			
Foyt	Elizabeth	Р	Р	Р	Р			
Meléndrez	José	Р	Р	Р	Р			
Ortiz	Felipe	Р	Р	Р	Р			
Wadley-M	Robin	Р	Р	Р	Р			
Ramaker	Sandra	Р	Р	Р	A-E			
Wilson	Brian	Р	Р	A-E	Р			
Rogers	Keith	Р	Р	Р	A-E			

attended Committee meeting but not a member

A-E Excused Absence
A-U Unexcused Absense

as of March 13, 2020

## Spring Valley Library

### Board Presentation

MARCH 12, 2020





### Branch Manager

### LEAH CIMINELLI

LVCCLD staff member since 1996

Assistant Branch Manager

Spring Valley

December of 2012

Branch Manager

Spring Valley

March of 2017

### Department Heads

**Lenika Coleman** 

Assistant Branch Manager

**Juliette Swett** 

Youth Services Department Head

**Carl Terreros** 

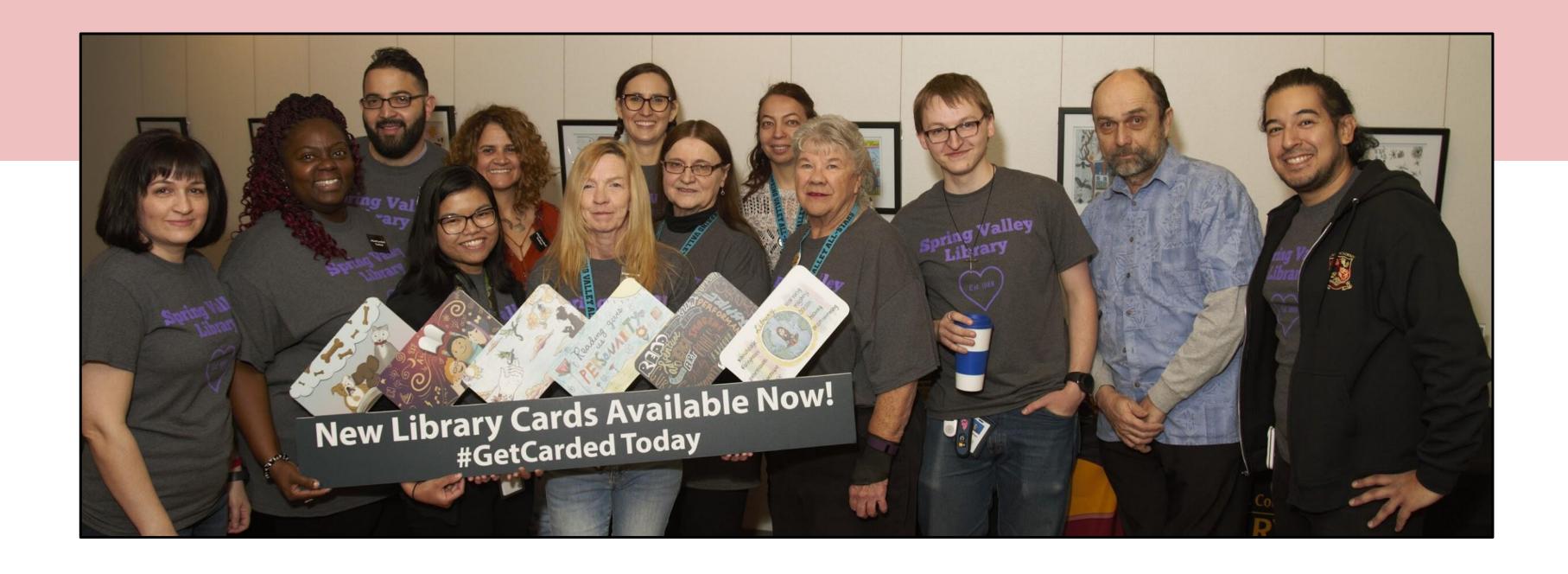
Computer Lab Department Head

Jennifer Pagan

Circulation Department Head

### Branch Demographics

Constructed in February of 1988, Spring Valley celebrated their 30th anniversary in 2018.



### Fast Facts: 2019

- Spring Valley welcomed417,088
- Staff answered 46,478
   reference questions
- **459,885** items checked out
- District Wide, #3 in computer usage-76,265 computer sessions



# Spring Valley

### Location

Geographically speaking, Spring Valley Library is located at the busling intersection of Flamingo Avenue and Jones Boulevard. We're a community hub providing stability and access through learning, technology and collections that support education and entertainment.

### **Service Area**

Spring Valley has a population of over 76,000 residents utilized by hard working families, singles, couples and seniors with modest incomes.

### **Tapestry Segments**

One of the largest tapestry segments we serve are Inner City Tenants at 21.1% and Newest Residents at 20%.

# Collection Development

**LUCKY NUMBER 7!** 

7th highest circulation

7th largest collection

88, 523 total items

### Youth Services Programs

Limitless Learning programs include storytimes from baby to School age kids; teen events and after school tutoring. In 2019:

### Youth Services:

- 202 storytimes with 6,438 in attendance
- 63 STEAM programs with 1,623 in attendance
- Teen VIP provided **52** programs with **1,216** in attendance
- Tutors conducted 6,527 sessions (about 30-70 kids each day)
- Three Square provided free meals 7 days a week to 12,567 kids
   (about 60 kids a day)





### Adult Services Programs

### **Business and Career**

Goodwill Hiring Events

### **Community and Culture**

- Harry Potter Day
- Music Club

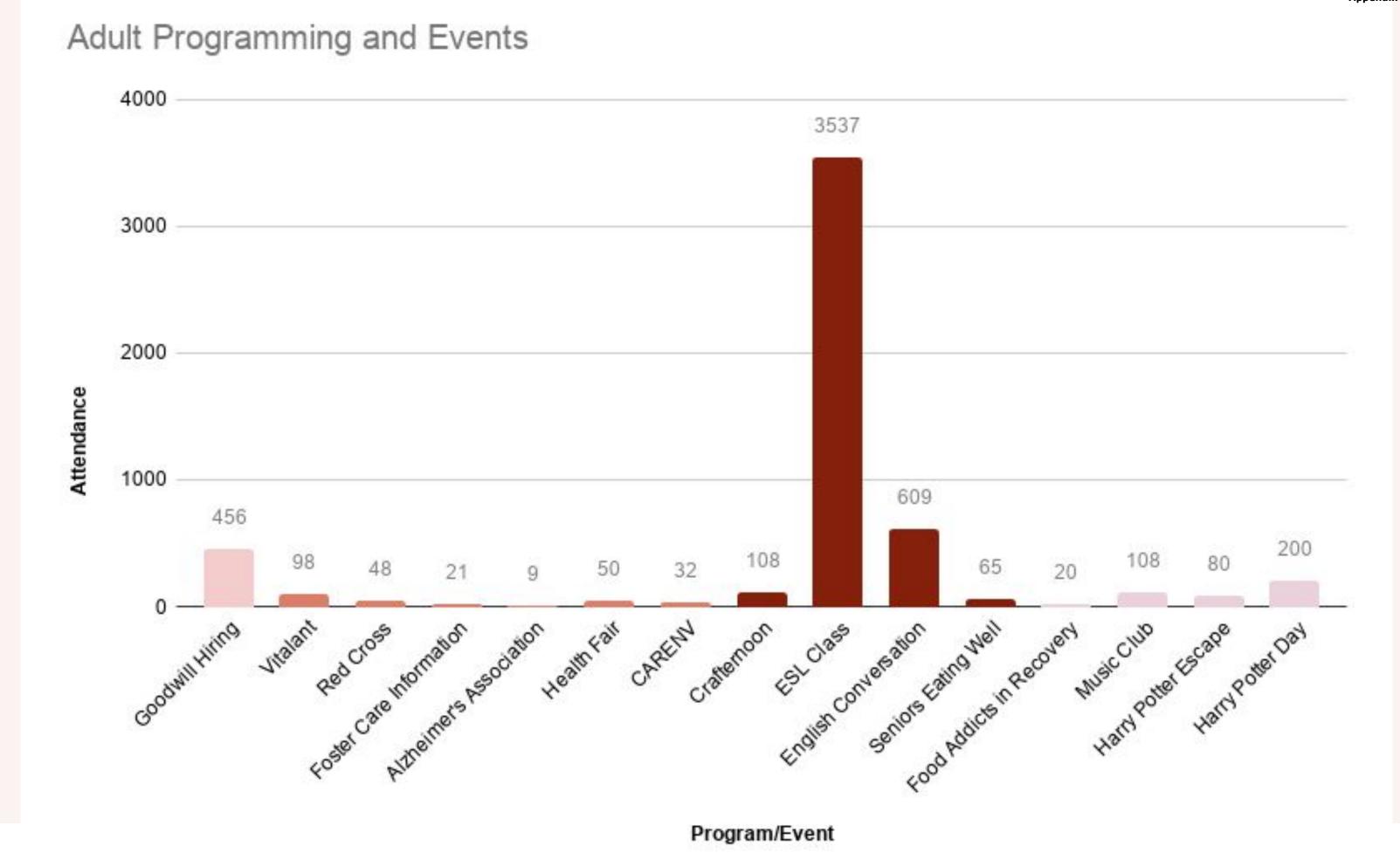
### **Government & Social Services**

- Care NV
- Foster Care Information
- Alzheimer's Association
- Vitalant Blood Drives
- Health Fair

### **Limitless Learning**

- Crafternoon
- ESL classes
- English Conversation
- Seniors Eating Well
- Food Addicts in Recovery
- Device Advice
- Proctoring
- Book Store





### Community Resource Center

Spring Valley has a Community Resource Center which is currently the home base for two UNLV School of Social Work Students conducting their practicum hours in the branch.

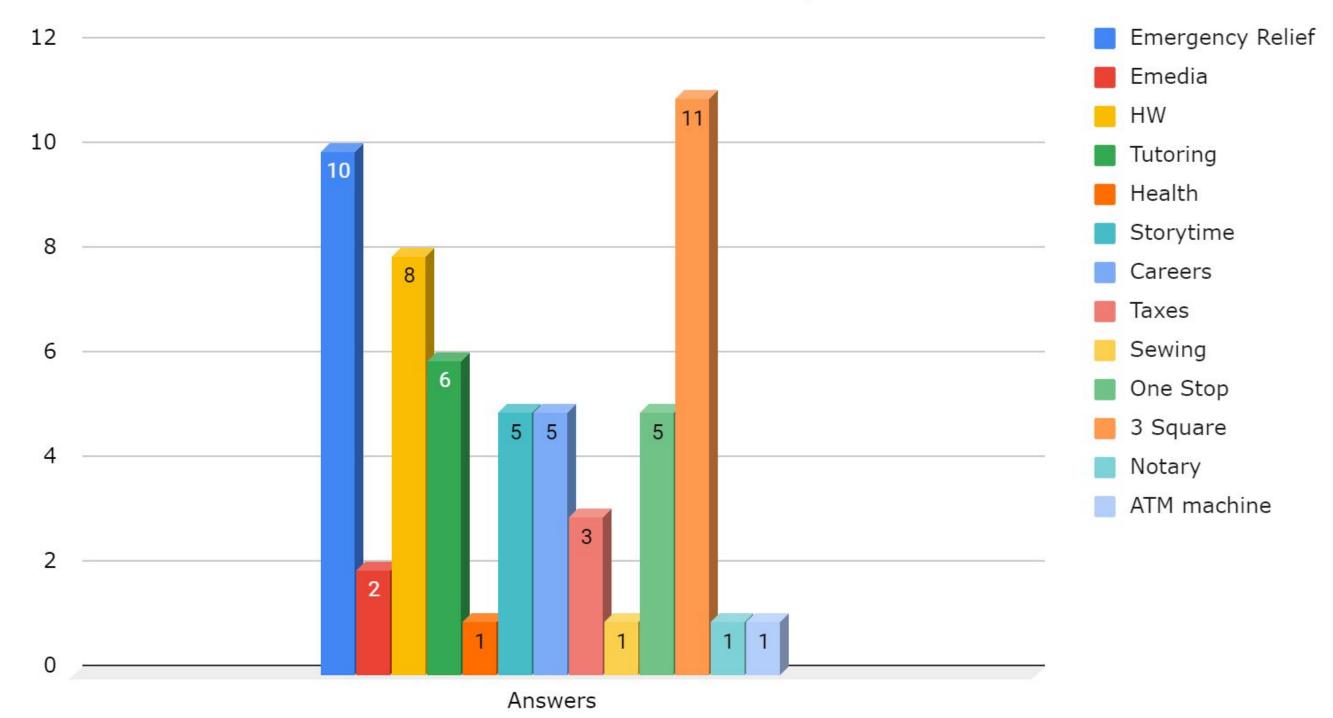
### **Student Social Workers**

- Evaluate community need through surveys & staff interviews.
- Attend trainings & programs throughout the district.



### Survey Results

### What Services Do Patrons Request Most?



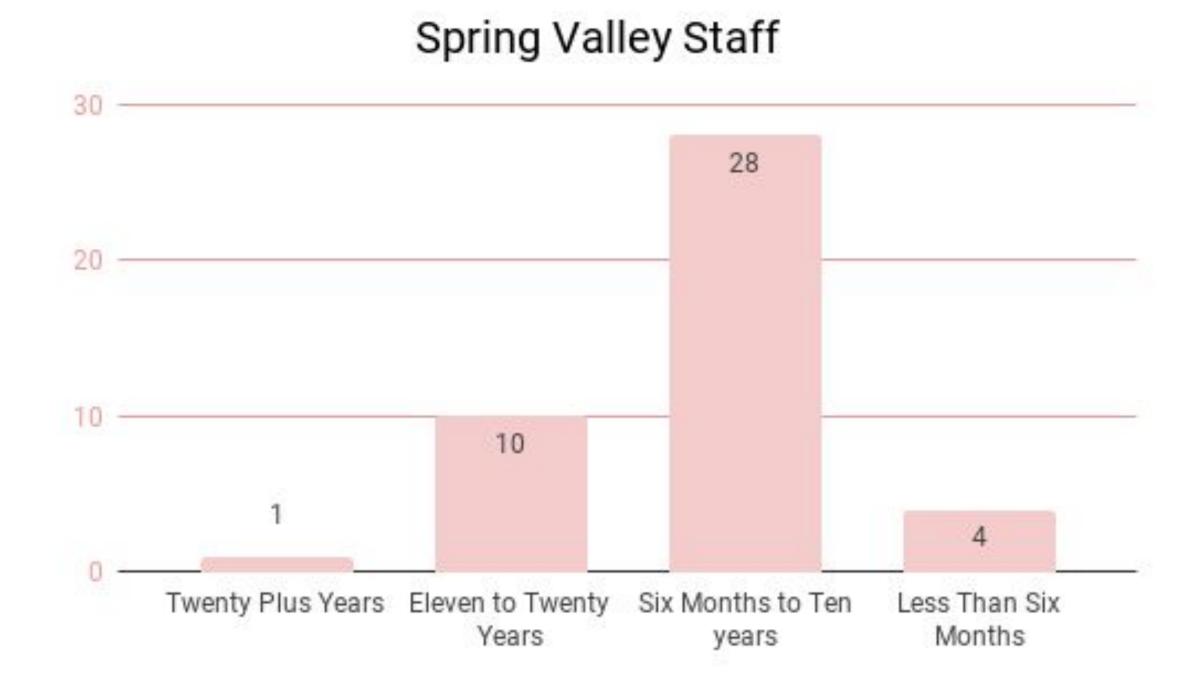
Thank you to Trustee Jose Melendrez
MSW Executive Director of Community
Partners with UNLV & Danielle
Milam-Development & Planning
Director-LVCCLD Foundation for their
continued support and guidance during

the first year of this exciting program.

### Staff Composition

• 43 staff members

- 279 years of service to the Library District
- Creative, dedicated, customer service
   driven





Harry Potter Day December 2019

Patrons come to us from a variety of cultures and backgrounds. We're grateful for the services we provide to promote lifelong learning and literacy to our community.

### What makes Spring Valley unique?

- We're supportive of the community needs through:
- Diverse and innovative programs that positively impact the community such as: English Conversation, Teen VIP, Crafternoon and the Community Resource Center.
- Genuine, flexible, caring and impactful staff



### Thank You



Staff Day 2019

### LVCCLD actions during the current Coronavirus Disease 2019 (COVID-19) outbreak through March 12, 2020.

- The Districts Pandemic Response Plan was reviewed and updated.
- Safety Manager, Nicole Baker was assigned to closely monitor information provided by the Southern Nevada Health District, Center for Disease Control, and the World Health Organization regarding the coronavirus and update the Task Force on development as needed.
- A District wide memo was sent to all staff on February 28<sup>th</sup>, containing the Southern Nevada Health District fact sheet on coronavirus as well as links to other sources of information on the virus.
- The Southern Nevada Health District fact sheet on coronavirus was printed and posted in all staff areas as well as branch lobbies for the public.
- A second District-wide memo was sent to staff on March 5<sup>th</sup>, providing an update by the SNHD and information on the first presumptive positive case of coronavirus disease in Las Vegas.
- An inventory of District supplies was completed for Disinfecting wipes as well as sanitizer supplies and dispensers. Additional supplies were sent to the branches as needed to provide adequate coverage.
- Reviewed and updated procedures for cleaning and disinfecting of District locations.
- Increased frequency of disinfecting of high touch surfaces (doorknobs, light switches, countertops) as well as horizontal surfaces such as countertops, tables, desktops and other places where cough droplets could land frequently.
- Established deep cleaning standards and protocols.

### The Districts Pandemic Task Force was activated in accordance with the Pandemic Response plan. The Task Force has taken the following actions:

- Voyager is being activated as the central point of communication for staff to include policies, instructions, and continuous updates. (Normal Operations)
- The District Website was updated to include information from the SNHD and the CDC about Covid-19 as well as actions patrons can take to protect themselves.
- Established procedure for system-wide closure communications including central telephone numbers and the use of the District website.
- Human Resources has reviewed attendance and sick leave policies.
- Strategies for actively encouraging sick employees to stay home are being considered.
  - Suspend occurrences
  - o Paid sick leave for part-timers
  - O Do not require a doctor's note for workers who are ill to validate their illness or to return to work.
  - Suspend programs that encourage the use of perfect attendance awards.
- Established procedures for closing Branches District-wide as well as for closing single facilities
- Established Strategies for Social Distancing



### **MEMORANDUM**

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Matt McNally, Community Engagement Director

**DATE:** March 12, 2020

**SUBJECT:** Health and Safety Mitigation Plan - Programming Sub Committee

As you are likely aware, the novel coronavirus also known as COVID-19, has been declared a pandemic by the World Health Organization (WHO). This virus is a respiratory illness currently being spread from person to person in many countries, including the United States.

In response to the WHO's declaration of a pandemic and in the interest of protecting our staff and customers – in particular the high-risk populations we serve, the high-risk populations who work for us, and the high-risk populations of our partners – the Community Engagement sub-committee on behalf of the Library District Pandemic Response Team recommends the suspension of all programs, events, rental usage of meeting rooms and performing arts centers, art gallery receptions, and outreach activities through June 30 with the possibility of future extension. The Library District will monitor additional changes in operation as this rapidly changing public health situation continues, and may restore services at an earlier date should conditions improve. At this time, all other physical library branch services and locations would continue to operate normally during their standard hours.

Library District staff will attempt to contact individuals and groups that have reserved a room or performing arts center, programming partners, literacy students and instructors, and contracted guests to arrange a rescheduling or cancelation.

As of March 12, similar size library systems have made adjustments to services that require the gathering of groups.

The United States Library of Congress is closed for all services until April 1.

Other library systems have suspended programming, events, and meeting room bookings as shown below.

### Through March 31:

- Columbus Metropolitan Library
- Kansas City Public Library
- Los Angeles Public Library
- New York Public Library

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- Queens Public Library
- San Francisco Public Library
- Seattle Public Library

### Through April 12:

• Denver Public Library

### Through April 15:

• King County Library System

### Indefinitely:

Ann Arbor Public Library

### If the recommendation above is implemented, major Library District services that would be impacted include:

- Removal of all toys and program tools from customer use within libraries.
- Extended use (in some cases, up to seven consecutive weeks) of the Summerlin Library Theater from groups like Signature Productions, Drama Kids, and Wonderland Productions.
- Library branch outreach to community partners including the promotion of the Summer Challenge (the Library District's summer learning program).
- Literacy Classes.
- AARP Tax Assistance.
- Three Square Produce Giveaways.
- A scheduled wedding at the East Las Vegas Library.
- Census 2020 staff trainings.
- Citizen's Police Academy; a twelve-week program giving community members firsthand information on the role of police officers conducted by Las Vegas Metropolitan Police department.
- Enterprise Town Advisory Board bi-monthly meetings.

### Adult and Youth Programming

- Approximately 3,560 programs.
- 425 meeting room rentals at reservation costs equaling \$31,745.00.
- 55 performing arts center rental contracts at reservation costs equaling \$73,603.50.
- Of the funds listed above, approximately \$70,000 has already been collected as deposits to rent our facilities and would be returned to contract holders.
- 28 adult artist contracts equaling \$57,531.00 will be rescheduled or canceled.
- 6 youth artist contracts equaling \$50,030.00 will be rescheduled or canceled.
- Approximately 80 youth outreach programs impacting approximately 5,000 youth.

### **Outreach Services**

- Approximately 150 preschool events.
- 15 classes for early childhood education teachers.
- 54 senior facility visits.
- 45 after school programs.
- Staff participation in 15 large community events.
- 9 English as a Second Language classes to NV Hand senior facilities.
- 15 community center programs.

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### **Gallery Services:**

• 12 gallery receptions.

### <u>Literacy Services:</u>

- Orientation and testing of approximately 500 students.
- 31 English as a Second Language and Adult Basic Education classes in 14 locations occurring 4 days a week. This equates to approximately 124 classes. These classes range in size of 15-25 people per class.
- Contracts for 26 instructors.
- Spring graduation ceremony.

### Planned programs that are expected to continue and operate normally but on a future monitored/evaluated basis and contingent on partnership cooperation include:

- Workforce development services in One-Stop Career Centers.
- Safe Place, with Nevada Partnership for Homeless Youth.
- After school meal provisions provided by Three Square.
- Food for Thought.
- Blood Drives.
- Tutoring.
- Census 2020 reporting.

Our interest is to continue providing library services to the fullest extent possible while maintaining the safety and health of our staff and the public by encouraging social distancing given the current circumstances.

. . .