

OFL Accessibility Committee
4/14/2022, 7 PM, Orwell Free Library
Minutes

Attendance: Cindy Werner, Sarah Harris, Kate Hunter

- **Discussed disability considerations for the library, inspired by [this checklist](#)**
 - Policies
 - Parking areas / pathways / entrances
 - Wheelchair accessible bathrooms
 - Wheelchair accessible book return + circ desk
 - Large print / braille labeling
 - Disability training for staff
 - Screen readers or text enlargement tool
 - Statement of commitment to accessibility
 - § Example: “Our library’s goal is to make all materials and activities accessible. Please inform project staff of accessibility barriers you encounter and of accommodations that will make information resources accessible to you.”
 - How do we accommodate non-English speakers?
 - Procedure for timely requests for adaptive technology
 - Wheelchair accessibility for events

Discussed committee intent and scope

Phase 1: Explore & Analyze

- § Complete an accessibility audit on the building and make recommendations for modifications
- § Identify how to secure adequate funding for required modifications
- § Identify and create policies and procedures that support universal accessibility to the library
- § Identify available accessibility aids for patrons and secure outstanding ones including resources, equipment, and services

Phase 2: Make Repairs

- Complete modifications to the building and grounds

Upcoming site visit from Preservation Trust of VT

- Preservation Trust of Vermont Field Service Representative Jenna Lapachinski is scheduled to visit the library on May 12 at 10 am
 - She will do a preliminary walkthrough to prepare for full library audit that identifies accessibility concerns and deferred maintenance
- Invite WMB representatives to attend the walkthrough