**Library Construction Oversight Committee**
**Wednesday July 8, 2020 at 2:00 PM**

**Meeting login link can be found at**

[Library Construction Oversight Committee](#)

1. Library Construction Oversight Commitee Agenda

   Documents:

   [20200708-LCOCAGENDA.PDF](#)

**LIBRARY CONSTRUCTION OVERSIGHT COMMITTEE**
**MEETING AGENDA**
**Virtual Meeting:** https://meet.lync.com/fallschurch-fallschurchva/jcarroll/6G4RM2HK
Wednesday, July 8, 2020
2:00 p.m.

 **NOTICE:** The meeting for which this agenda has been posted will be held pursuant to and in compliance with the Virginia Freedom of Information Act, Section 2.2-3708.2 and state and local legislation adopted to allow for continued government operation during the COVID-19 declared emergency.

All participating members of the Library Construction Oversight Committee will be present at this meeting through electronic means. All members of the public may view this electronic meeting via this Skype meeting link: https://meet.lync.com/fallschurch-fallschurchva/jcarroll/6G4RM2HK .

Public comments may be submitted to jcarroll@fallschurchva.gov until 2:00 p.m. on July 8, 2020. All comments will be provided to the Library Construction Oversight Committee members and comments received by the deadline will be summarized during the meeting.

**PLEASE NOTE:** This meeting will be conducted via Skype. If you do not already use Skype, you will be prompted to install it when clicking the meeting link, so please take some time ahead of the meeting to do so. **If needed, there are short instructions to install the application following the meeting agenda.** Please email cmester@fallschurchva.gov if you need assistance with installation. During the meeting, staff will likely not be available to assist with installation.

1. Call to order, roll call and introduction of guests

2. Library Project Milestones

3. Library Project Budget

4. Library Project Schedule

5. Business not on the Agenda

6. Adjournment

# Accessing Skype – New Users

**Smartphone:** If you plan to view the meeting on a smartphone, access your preferred app store to download the "**Skype**" app. You will have to allow Skype access to some features on your phone and accept their terms and conditions.

**PC/Windows:** If you plan to view the meeting on a personal computer, visit [www.skype.com](www.skype.com) to download and install the program. You will have to allow Skype access to some features on your computer and accept their terms and conditions.

**After downloading Skype:**
- ☐ Click the advertised meeting link to join the Skype meeting.
- ☐ When the app opens, click 'Join as Guest' and enter your name. Click the blue arrow to continue.
- ☐ The meeting will start with your microphone and video features turned off. As an observer, you can view or listen to the meeting without these features. If you are a meeting participant, you should enable at least the microphone feature. Video is not required but may be useful. Depending on your role in the meeting, there may be restrictions on whether you can speak during the meeting.