

GARNETT PUBLIC LIBRARY BOARD

Meeting Minutes

Monday, April 13th, 2020

6:00 PM

Present: Sandra Moffatt, Jennifer Sibley, Jordan Hall, Linda Huettenmueller, Sharon Yost, Denise Scheibmeir and Mike Hermann as well as Library Director Andrea Sobba.

I. Secretary's Report – The minutes were approved as submitted (Huettenmueller/Hall).

II. Treasurer's Report – Bank statements were not yet available for the SEK State Aid and Gifts & Memorials accounts. Check registers were not balanced for the month of March at meeting time due to the unusual circumstances.

III. Payment of bills was approved (Moffatt/Sibley).

IV. Librarian Sobba presented her report. Ebook and audiobook checkouts were up for March. ILL and courier items were down as the service has been suspended. Andrea does not expect courier services to resume until May at the soonest. Before the library had to close, March programming included 17 students for Teen Tech and 3 adult programs with a total of 63 participants.

V. No minutes were received from the Walker Art Committee as the March meeting was cancelled.

VI. The FOL also cancelled their scheduled March meeting.

VII. A. \$200 in various memorial contributions were received in March.

B. The continued possibility of a grant to help defray roofing costs may be better known in a month's time.

C. Refurbishing of the magazine corner has been paused until library hours are more regular and shipped items can be received.

D. Possible restoration of the stained glass window is also on pause. Andrea had asked a restorer from Missouri to come and provide an estimate, but the library's closure postponed this.

E. Staff has been busy with the following activities despite the library being closed to the public:

- Facebook: account maintenance and monitoring of questions
- Requests for library cards and/or expansion to free online services
- Installation of a new picture book on the Storywalk: *Sheep Take a Hike*
- Update of library brochure (Connie)
- Spine relabeling project (Cass)
- File cabinet organization
- Online meetings for virus issues affecting libraries
- Planning for alternative activities and formats for summer reading program and adult programs
- Periodic checks of book drops, art collection and phone messages

On-site work is limited to one staff member at any time. No staff member is required to work on-site who is uncomfortable doing so. Board members approved the extension of full pay for all library staff through 5/15/20, with re-evaluation of the situation at the May meeting.

F. Andrea presented some revisions to the pandemic policy for approval:

- Level 3: Rigorous Sanitation: a minimum of 24 hours required before recirculating materials
- Level 4: Building Closure: stipulates regular pay
- Andrea will also add the previously approved change: removal of toys from the children's area will occur at the "Elevated" level rather than waiting until "High"

Board members approved suggested revisions (Scheibmeir/Huettenmueller)

G. A security camera was replaced in the gallery area and updates were made to the overall system. Door repairs have been postponed until the library reopens.

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Payment of staff during closure:

- Trustees approved payment of staff "in full" for the next two pay periods: through 4/15/20 (Hall/Yost).
- Continuation of pay to be discussed at online meeting in April.

Carpet cleaning during closure:

- Trustees approved bid from Marvin Grimes to clean GPL carpets during the closure for \$1,000. He will also clean the chairs for an additional \$130.00 (Sibley/Hall).

Other measures during closure:

- Andrea will scale back library utility costs as much as possible.
- Any staff in building will practice appropriate social distancing.
- Promotion of ongoing library services through emails, newspaper, and social media outlets.

Library services still available during closure:

- Wi-fi is on and available near building exterior and in street parking in front of library.
- Curbside service can be provided by request, but not in demand by patrons thus far.
- Current GPL cardholders may email to enable online services through the State Library of Kansas, Hoopla, or Sunflower ebooks: garnettlibrary@yahoo.com
- Andrea is okay with ACJSHS students dropping school library items in book drop if needed to aid in gathering of unreturned books before end of school year.

Next meeting:

- Monday, 4/13/20 through Zoom meeting at a time TBD (assuming social distancing is still required).

The meeting was adjourned (Moffatt/Hall).

Submitted by Jennifer Sibley, Secretary