

GARNETT PUBLIC LIBRARY BOARD  
Meeting Minutes  
Monday, November 8th, 2021  
6:00 PM

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

I. Secretary's Report – The minutes were approved (Huettenmueller/Moffatt).

II. Treasurer's Report – Andrea provided an overview of the balance sheets for library revenue and expenditures. The library budget is on track for the year. Board members agreed that Andrea should proceed with purchasing the lower priced items on a wish list for the remainder of 2021. Bank statements and check registers for the Gifts & Memorials account and SEKLS/State Aid account were available for review. Interest received was \$1.60 for the month of October and \$2.14 for the month of September.

III. Payment of bills was approved (Yost/Scheibmeir).

IV. Paula from Growing Garnett made a short presentation regarding the program's upcoming Phase 2 workshop and dinner.

V. Librarian Sobba presented the usual statistics for library usage and activities for October of 2021 as compared to October of 2020. Circulation was up by 806 items. E-books and e-audio were down slightly. There were 6 storytime sessions held with 100 attending. One school visit was made with 44 participants. The storywalk had 12 uses reported. Four adult programs were held with 127 total participants. There were 4 library-related uses of the Archer Room and 3 public uses. Patron usage for the library averaged 60/day and 8/hour.

VI. The Walker Art Committee is considering a silent art auction, placing a photo of Mary Walker in the gallery, and adding murals to the downtown square.

VII. FOL has contributed funds to support Hoopla and Overdrive costs. Covid concerns continue to make the scheduling of annual events a challenge.

- VIII. A. Andrea has begun yearly staff evaluations. Her own evaluation is scheduled for the December Board meeting. Trustees gave consent for the City of Garnett to handle holiday bonuses for library staff. Jen Sibley will prepare thank you cards for the staff on behalf of the library board. A 6% wage increase beginning in 2022 was approved for all library staff, with Denise Scheibmeir abstaining (Sibley/Moffatt).
- B. The Board made the following recommendations regarding the pandemic policy (Scheibmeir/Huettenmueller)
- Masking for staff and patrons will be left to individual preference.
  - Computer time will increase to 1.5 hours per sign-up.
  - Archer Room use by public will increase to 25 persons. Groups may determine covid safeguards but will be asked to sanitize surfaces before leaving the space.
  - Library seating will be increased and patrons can social distance as desired.
  - AM & PM sessions will be held for the in-person adult winter reading programming to allow for smaller groups.
- C. West-side flooding will hopefully be alleviated by drilling more holes into the grate to improve drainage.
- D. The benches and solar charges have been ordered for the ARPA grant project. Andrea is waiting on contractors to complete work on the stone benches and concrete pad. Security cameras will also need to be ordered.
- E. E-rate items are on order.
- F. The SHARP grant
- G. The library has received an SEKLS Collection Development Grant in the amount of \$1500 to purchase Christian & inspirational fiction.
- H. Andrea is awaiting a KanPay deposit but is unsure if it will be routed to the requested account.
- I. Upcoming conferences are still using a virtual format rather an in-person format so staff travel has not been

necessary.

J. Andrea has some possibilities to fill the 2 upcoming library board vacancies. They will apply to the City of Garnett as required.

IX. A. Due to covid concerns, Taste of the Holidays will again be done through treat bags to patrons rather than a light-luncheon format.

B. The library has many activities planned for the holidays. Plans include a decorative window display on the downtown square, a float in the Christmas parade, and the return of the Book Cart Brigade.

C. Holiday closures for the library were approved as follows (Sheibmeir/Sibley):

- Thanksgiving: Thursday, Friday, & Saturday
- Christmas: Friday & Saturday
- New Year's: Friday & Saturday

D. The next regular meeting will be held Monday, 12/13/21 at 6:00 PM.

The meeting was adjourned (Sibley/Scheibmeir).

Submitted by Jennifer Sibley, Secretary