

GARNETT PUBLIC LIBRARY BOARD  
Special Meeting Minutes  
Monday, June 2<sup>nd</sup>, 2020  
6:00 PM

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

**The Garnett Public Library is currently in Phase II of the pandemic plan.  
Discussion of the move to Phase III was the focus of this special meeting.**

**Phase III considerations for limited reopening of the library space to the public :**

- Library hours for the public will be: M, TH 2-7PM; T, W, F 10AM-3PM; Sat. 10AM-1PM.
- The first hour of each day is reserved for ages 65+, pregnant women, and people with compromised immune systems.
- Library furnishings and environment have been adjusted to meet social distancing requirements.
- Library staff will reserve the right to limit numbers of patrons currently in library when social distancing requirements can no longer be easily followed.
- Patron use of masks will be *encouraged* rather than required for short visits to the library, mostly due to difficulties with enforcement. Patrons wishing to use computers will be required to wear a mask due to the allowed usage time of 1 hour. Masks will be provided to those who need one. Staff use of masks will be required.
- Signage will be posted to encourage patrons to wear masks, observe social distancing, and limit visit time. Phase III library details will be posted on the library's social media accounts and provided to the local newspaper for publication.
- Sneezeguard panels are in place at the circulation desk and gloves, hand sanitizer, soap and hand towels are in good supply.
- The west wing of the library will be closed. Universal access restrooms may be used upon request. Access to the Walker Art Collection is still possible by appointment. The Archer Room is not available for public use during this phase.
- Public computers have been reduced to 4 of the 7 possible. No headphones will be provided at this time though patrons may supply their own if desired. The AWE computer in the children's area will be allowed to have audio enabled. Keyboard overlays will be changed out and disinfected after each patron use and mice will be cleaned as well.
- Use of personal devices in the library using library wi-fi will not be limited at this time, but may need to be depending on frequency and duration of use.
- Commonly touched surfaces in the library will be disinfected every 2 hours.
- Library materials will be quarantined for 3 days after their return before being recirculated.
- Curbside service will still be provided by request.
- The library will reopen under the above guidelines on Monday, 6/8/20. The GPL Board will receive feedback that evening at the 6PM regular June meeting.
- The library director reserves the right to adjust the planned approach as needed when in the best interest of patrons and staff.
- GPL board members approved the above measures for the move to Phase III (Yost/Moffatt).

**GPL Staff:**

- Cass Smitheran will continue cataloging through the summer but has indicated that she will leave her position with the library after that due to health concerns.
- Andrea has contacted a former applicant for the YA position, Mandy Johnson, to begin working a limited number of hours in anticipation of Cass' departure. Mandy will be available to help with SRP tasks if needed.

The meeting was adjourned (Scheibmeir/Hall).  
Submitted by Jennifer Sibley, Secretary