

GARNETT PUBLIC LIBRARY BOARD  
ZOOM Meeting Minutes  
Monday, May 11th, 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/Moffatt).

II. Treasurer's Report – SEK State Aid account and Gifts & Memorials account check registers were balanced for the months of March, April & May. Interest according to the G&M account statements was: \$2.60 in February; \$2.22 in March; \$1.97 in April; and \$1.50 in May. A check still needs to be written to the City of Garnett in the amount of \$187.66.

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

IV. Librarian Sobba presented her report. Most stats were unavoidably down due to the April closure. Circulation of traditional items was only 94, and that was accomplished through curbside service and renewals. Interlibrary loan & courier service is still suspended. Wi-fi usage was only 278, but that could be due to patrons following the stay-at-home orders. Ebook and audiobook checkouts were double that of April, 2019 and up 100 from March, 2020. April programming included 4 online sessions of storytime, but the system does not yet provide a count of online participants. Details of ongoing curbside services will be provided in a 5/12/20 newspaper article and also by periodic postings to social media.

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

VI. The FOL also cancelled their April meeting.

VII. A. City of Garnett staff is currently working on a grant to help defray library roofing costs.

B. Remaining items for the magazine corner have been ordered. Outgoing furniture was priced as follows: love seat \$40; green wingback chair \$20; glider rocker \$15.

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

D. Staff continues to both work from home and maintain limited on-site hours despite the library being closed to the public. The hours during which a staff member is available in the building to answer phone calls, etc. are:

- Mon. & Thurs., 2-7PM
- Tues/Wed/Thurs, 10AM-3PM
- Sat., 10AM-1PM

The Board discussed the tradition of hiring a summer student to help with the Summer Reading Program. It was decided to bypass hiring for this summer due to the uncertain future. If help is needed after all, a suitable student could earn service hours by preparing the "Take & Make" project packs off-site.

On-site work is being done using social distancing recommendations. Masks are required as well as gloves for certain tasks. No staff member who has risk factors is required to fulfill required hours on-site. Board members approved the extension of full pay for all library staff through 6/2/20, with re-evaluation of the situation at a special meeting to be held on that date.

E. Discussion was held on further changes to the pandemic policy:

- **Phase III:** “Encourage” vaccinations that are approved and available; 1<sup>st</sup> hour of each day set aside for 65+, pregnant women, and people with compromised immune systems; Require all staff and patrons to wear masks; installation of temporary sneezeguard panels at circulation desk.
- **Phase IV:** Reduction in seating, number of public computers, and daily computer time for patrons (1 hour max.). Patrons will be encouraged to make their visits brief and staff will provide any assistance from a distance of 6 feet. Staff will not share computers during this phase. Increase of public hours will be considered.
- **Phase V:** Change “Replace” furniture, etc. to “Restore”.

Board members approved revisions (Scheibmeir/Huettenmueller).

F. The inside lobby door is still not closing correctly. Andrea will schedule this repair.

G. A \$600 KLA grant is available for summer reading program tech materials. Andrea would like to apply for an ipad to use for recording storytime sessions.

VIII. A. The possible purchase of an electrostatic sprayer was discussed. Andrea feels this would eventually be a reimbursable expense but would like to first talk with other libraries about what models they use and their routines for use.

B. Discussion was held as to when the library should move from Phase II to Phase III. It was decided to continue full pay for staff and continue with Phase II for three more weeks, with a June 2<sup>nd</sup> special meeting to be held via Zoom to re-evaluate (Scheibmeir/Huettenmueller).

C. The next regular meeting will be held Monday, 6/8/20 at 6:00 PM with social distancing at the library unless restrictions dictate otherwise.

The meeting was adjourned (Moffatt/Huettenmueller).

Submitted by Jennifer Sibley, Secretary

GARNETT PUBLIC LIBRARY BOARD  
Special Meeting Minutes  
Friday, March 20th, 2020  
10:00 AM

**This special meeting was called to make decisions affecting GPL in light of coronavirus closures to limit community transmission. At this time GPL is closed to the public with limited staff still available by phone or email. Staff who can do so are working from home whenever possible.**

**Pandemic policy level 5: Building Closure**

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

**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](mailto: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

