

KASSON PUBLIC LIBRARY (KPL) BOARD OF TRUSTEES
SPECIAL BOARD MEETING MINUTES

Tuesday, March 17th, 2020
5:11pm Kasson Public Library

Present: Lisa Carlsen, Melissa Ferris, Tark Kamel, Laurie Schultz, Jon Wright and Director Pat Shaffer-Gottschalk

Absent: none

Visitors: Tim Ibisch, Kasson City Administrator

Update on Library Closure due to Covid-19:

- On Monday, March 16th, City Administrator Ibisch requested the Library close on Wednesday, March 18th, and the public be immediately notified rather than waiting for the special KPL Board of Trustees meeting, which required a public notification waiting period. The board expressed its appreciation and gratitude that the public would have advanced knowledge of the closure due to Ibisch's decisiveness.

Illness Prevention Policy:

Pat presented new guidelines and library procedures relating to pandemic prevention procedures:

- KPL will close to the public when recommended by the MN Department of Health (or other governmental health agency) or when KM Public Schools close due to an event of significant concern to public health and safety. It will remain closed until deemed safe to reopen.
- Library personnel will continue working if healthy and may use sick leave at their discretion. Healthcare provider validation will not be required to either stay home or to return to work, provided the employee is symptom free and quarantined for the recommended time period.
- Library material due dates will be adjusted so no fines are accrued during the closure and up to one week after the building reopens to the public.
- Surfaces commonly touched by staff and patrons will be routinely disinfected.
- All library materials will be disinfected or quarantined until the virus is presumed no longer active.
- All unnecessary tactile items, such as Lego and puzzles, shall be removed from the public space.
- All library programs requiring hands-on activities shall be canceled and public health agency recommendations for group gatherings shall be followed. Use of the Community Room and modifications/cancellations of any programs are at the discretion of the Library Director.
- The Library Director may follow the above procedures in times of pandemic without the Board of Trustees approval since quick response is required as information becomes available.

Library Service during the Closure:

- KPL shall offer curbside checkout services beginning March 18th. Patrons may either call or request items online. Librarians will greet patrons in the parking lot at noon and 4pm to deliver the items.
- Library hours will be 8:30am-5pm; phone service 9-5pm.
- SELCO bins shall continue to be received and processed.
- No fines will be accrued during this time.

General Discussion: none

Adjourn: 5:45pm

Respectfully submitted by: Laurie Schultz, secretary