

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, February 24, 2021 at the St. Marys Headquarters Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:33 p.m. Nina Imthurn was Secretary. Others present were Board members: Paulette Simecka, Alicia Matson, and Judith Cremer, Director. Board member Sandie Jensen was present remotely via Zoom.
- ADOPTION OF THE MEETING AGENDA: Nina Imthurn moved that the agenda be approved as presented. Paulette Simecka seconded the motion and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE JANUARY 27, 2021 MEETING: Pam Bales moved that the minutes be approved as corrected. Alicia Matson seconded the motion and the motion carried.
- CORRESPONDENCE AND COMMUNICATION: A handmade card with a note was received from a Harveyville patron, winner of the folded book art Christmas tree craft at that location. She thanked the Library and Board for her prize and for the service that the Library provides to the Harveyville community.
- REPORT OF TREASURER: NONE
- APPROVAL OF BILLS: After discussion, Pam Bales moved that the Board approve and pay the bills as presented. Paulette Simecka seconded the motion and the motion carried.
- NCKL REPORT - DIRECTOR: The first NCKL Executive Committee Meeting for 2021 was held on Thursday, January 28, 2021. Judith conducted the meeting via Zoom but drove to Manhattan so that she could sign the NCKL checks and any approved NCKL grant proposals. NCKL reimburses PWRL for mileage when Judith attends NCKL Executive Board Meetings.
- NCKL Collection Services reported that there continues to be a backlog on book orders from Baker & Taylor for all NCKL Libraries due to delays they are experiencing in receiving items from publishers. PWRL has also experienced this backlog problem.
- Extended Service Grant Reports, previously only required of Non-Contracting NCKL Member Libraries, was for the first time also required for Contracting Libraries. This report was submitted on the February 19, 2021 deadline.
- PWRL purchases a movie license for each PWRL Branch location each year. One half is paid by PWRL and one half is paid by NCKL on PWRL's behalf. This license explicitly says all movies must be shown inside the library building. The new NCKL Assistant Director discovered that in 2020-2021 libraries can request permission to show movies outside due to Covid restrictions. Staff is keeping this in mind as a possibility for programing during the upcoming Summer Reading Program.
- The Kansas State Library had remaining funds at the end of 2020 that were received via a Cares Grant. They have allowed the Regional Systems the opportunity to spend out these funds among member libraries. All NCKL libraries were given a choice to either receiving licenses for virtual programing software or an iPad with 10.2 display screen. PWRL chose the iPad. The Library should receive this equipment as soon as it can be acquired. There are currently some delays in ordering technology equipment due to shortage created by the Covid pandemic.
- Judith told the Board that Linda Knupp, the Manhattan Public Library / NCKL Director, had called on February 23rd to notify her that she would be retiring at the end of 2021. A search committee charged with finding a candidate to fill her position will be put together and Judith will serve on the committee, or delegate that role to the NCKL Executive Committee vice Chair.

- **DIRECTOR’S REPORT:** Judith reported that 2021 has been fairly stressful at the Library. Many more duties have naturally fallen to the Director and to other staff since the Assistant Director Position remains unfilled. She told the Board that she is working 12-14 hours each day, including weekends to keep up with necessary tasks. The Director’s Position is the only position classified as exempt under the FLSA. All other employees must be kept to their regular schedule or compensated for their extra work. Judith noted that once she has hired and trained staff for other front line open positions, and completed the 2022 budget proposal, she will again attempt to recruit and hire to fill the Assistant Director Position.
- February is “Love Your Library” month. To mark that occasion, Lorelei Wilson prepared another folded book art craft project for adults and children at all PWRL locations. Her instructions for the heart shaped project were excellent, but unfortunately participation in the project was limited.
- Frances Garcia, the PWRL St. Marys Processing Clerk has officially started her FLMA Leave. She is scheduled to return to her job at the Library on April 19, 2021.
- Lorelei Wilson, the St. Marys and Alma Assistant Branch Librarian notified Judith last week that she will be moving back East to care for her elderly parents. She hopes to be able to stay with the Library through the annual Summer Reading Program.
- On Monday, February 22, 2021, Wendi Rogers the PWRL Mini Librarian / Route Driver turned in her resignation. She is taking a full-time position, with benefits, in Topeka. Wendi was with the Library for just over five years, and she will be missed. The Mini Librarian / Route Driver fills a critical role at the Library. The person in this position is responsible for managing the PWRL Mini Locations at Alta Vista, Harveyville, Olsburg, and Westmoreland. They also work with the Library Staff to organize the weekly deliveries of books, supplies, and equipment to the Branch locations at Alma, Eskridge, and Onaga. The person in this position must represent PWRL across the full 1,612 square miles served by the Library. That degree of responsibility makes this position very important to the overall success of the Library.
- Notification of the opening has been sent to all PWRL staff, per the Library’s policy that stipulates that jobs should be posted internally before they are advertised to the public. The position works 32 hours per week, Monday – Thursday. The salary available for this position is \$11.65 per hour, comparable to the compensation received by a PWRL Branch Librarian. The position is considered full time under PWRL policy, so the person filling the job is eligible to earn vacation and sick leave, and to be enrolled in the KPERS State retirement plan.
- The successful applicant for the Mini Librarian / Route Driver position must have great interpersonal and communication skills, and be able to organize and work independently, and as part of a team. The person in this job must rotate books back and forth each month between the Mini and Branch Locations, in addition to carrying bags of books and supplies for the Branch deliveries each day. Books are heavy, and rotations are labor intensive. For this reason, the person hired to fill this position must be able to lift and carry up to 50 pounds. Board members were encouraged to direct anyone they felt would be a good fit for this position to Judith.
- Judith noted that Wendi Rogers would be paid “add-on pay” to compensate her for earned but unused vacation and comp time. She would also, per PWRL policy, be paid for 80% of her sick leave balance. The “add-on pay” will be taken from the General Fund salary line. Because “add-on pay” is not specifically budgeted, there is a potential that this payout could overspend the salary line and necessitate the approval of a transfer from the Capital Improvement Fund at the end of the year. Because there are a number of unfilled positions though, this shortfall does not seem likely at this point.
- Judith told the Board that there is a plan in place to keep the system flowing with books, supplies, and equipment until the end of March. She is hopeful that a new person can be hired and trained for the Mini Librarian / Route Driver position by the end of that time. In the meantime, PWRL will need to depend more on our local Substitute Mini Librarians and utilize the Courier Service more for internal deliveries between the Branch locations.
- At the end of January, the Bookkeeper / Secretaries computer experienced a hard drive failure. There had been signs of trouble and so the files were being backed up each day. Duane Mayer, NCKL

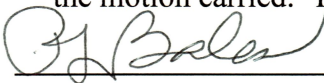
Technology Consultant, acquired a new hard drive and installed it in the computer. Judith reinstalled the programs and transferred the data from the backups to the new hard drive.

- February 1, 2021 it was discovered that another article about the mask rule at the Library had been printed in the Wamego Times on January 28, 2021 edition of the newspaper. This story detailed another patron complaint about the rule that was again on the agenda for the St. Marys City Council.
- The PWRL St. Marys Headquarters Library reported to the City of St. Marys that there was a problem with the furnace at that location on February 8, 2021. When the city checked the furnace they felt that the extreme cold was preventing the building from warming up. Three days later the City was called again because there was no improvement after turning the thermostat to 80 degrees as the staff was advised to do. Heating and air repairmen were sent at that point and the heat was restored. PWRL Staff were not informed about what caused the problem.
- All locations of the Library were closed on Feb. 15, 2021 for Presidents Day. PWRL was closed at Alma, Eskridge, Onaga, and St. Marys on Tuesday, February 16, 2021 because of the extreme temperatures. The water lines at Eskridge were frozen. Water was partially restored at this location by Friday. PWRL experienced rolling blackouts at both the Alma and Onaga locations. This was due to an energy shortage and executed in the effort to conserve fuel in order to sustain the regional power grid.
- Sheila McKinzie, Bookkeeper / Secretary worked from the PWRL Harveyville location that week as it was closer to her home. She and Judith managed to complete the monthly financial reports for the Board packet from a distance, but it caused extra stress to do it this way. At the last minute it was discovered that the wrong file has been sent to be included in the packet on February 17th. This had to be corrected before the packet was sent out making for a long night.
- Staff is trying to make plans for the annual Summer Reading Program that will be held during June and July this year. Melanie Smith, St. Marys Branch Librarian, has started working on the format for the Beanstack online reading challenge software. All the Branch Librarians are working on craft project ideas that can be included in weekly craft packets that children can pick up at the Library. Judith is reviewing a potential online virtual program option that offered 5 days of programming each week that includes stories, crafts, cooking, and more.
- Judith told the Board that she had finished plans for the system wide inventory and was working on writing up instructions so that staff could get started. Colette Goldade, the Collection Manager, will oversee the process and generate inventory reports as each location makes progress in scanning their local collections. Staff will then use these reports to search for missing items and resolve cataloging issues. Physical condition will also be evaluated as the inventory progresses and items in need of maintenance will be pulled and sent for repair. Reports will be saved to the shared system dropbox so that they can be accessed easily at any location. There is not a deadline set for completing the project, and it will be done as time allows at each PWRL location.
- UNFINISHED BUSINESS:
- PANDEMIC ACTION PLAN: As mentioned in the Director's Report, an article was published in the January 28, 2021 issue of the Wamego Times that detailed a complaint brought by Erin Rankin, a Wamego resident, who brought the issue before the St. Marys City Council. Mrs. Rankin was upset by the mask rule being enforced at the St. Marys Headquarters Library as a protection against the spread of the Covid-19 virus. The St. Marys City Council advised Mrs. Rankin to share her concerns with the PWRL Library Board.
- Pam Bales reported that she had received a letter from Mrs. Rankin outlining her complaint about the mask rule being enforced at the Library. After discussing the Board agreed by consensus that the Library Board and Staff would continue to require all individuals entering the Library at every PWRL location be required to continue to wear a mask.

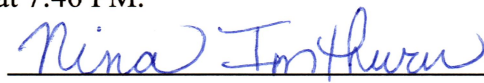
- **ONLINE DATABASES / LIBRARY WEBSITE:** Judith told the Board that she has a collection of direct links for the majority of the databases services managed by the Kansas State Library for the use of all Kansas residents. Most of the vendors have also provided PWRL with an Admin account so that the Library can maintain local statistics on usage of these database resources.
- Judith will meet with NCKL Staff and continue to plan and design a new PWRL website. The plan is to take down the current website which is hosted by Wamego Telco and move the new website to a secure server maintained by NCKL. PWRL will be allowed to use the NCKL license for WordPress, along with the Elementor website building software, to design and build the new website. The new site will include a new Online Resources page with direct links to both PWRL and Statewide Database Resources. Once the site is active patrons will be able to visit the resource page and get direct access to the online resource. If they visit the resource page while connected to the PWRL Internet network, then users will be automatically allowed to use the resources. If a patron is away from the Library, they will be prompted to enter their PWRL Library Barcode number before they can use the databases.
- Judith has updated the Internet bookmarks on every computer owned by the Library. Customized desktop links added to all machines are intended to make connecting to the resources easier. PWRL has 52 computers on the shared network that can be maintained remotely through the ConnectWise ScreenConnect software. Customizing and updating a single computer can take up to an hour. Significant time and effort have therefore been invested in this project in the attempt to increase awareness and access to the online resources that are freely available to our patrons.
- **E-RATE APPLICATIONS:** The 470 E-Rate application signaling PWRL's intention to participate in the Federal E-Rate Internet Reimbursement Program for the period of July 2021 – June 2022 was submitted online on January 29, 2021. Participants are required to wait 28 days after the 470 form is posted on the USAC (Universal Service Administrative Co.) website before they can select their vendors and file the E-Rate 471 application, setting the amounts that will be charged and reimbursed through the E-Rate program. Judith has been working with various vendors to determine the final vendors and costs for Internet service at each of PWRL's eight locations.
- **PUBLIC LIBRARY REPORT:** The annual Public Library report was submitted online on the January 29, 2021 deadline. Completion of this report is now required for public libraries to retain eligibility to receive State Aid Funding. The report includes information about each location, service hours, FTE staffing levels, salaries, operating expenses, collection size and cost, circulation, attendance, programming, interlibrary loan, computer use and more.
- **EVALUATION OF THE DIRECTOR:** Copies of the Director's Annual Evaluation form were distributed. Pam Bales moved that the Board go into Executive Session for up to 15 minutes to discuss non-elected personnel, in regard to the Director's evaluation, with only the Board present. Paulette Simecka seconded the motion and the motion carried. The Board went into executive session at 7:30 p.m. and came out at 7:45 p.m.
- When the Board reconvened, Judith was presented with a copy of the evaluation with the Board's combined comments. She was asked to review the document and will have the opportunity to ask any questions she may have at the meeting next month.
- **NEW BUSINESS:**
- **STATE AID FUNDING:** The required Public Library Report was completed and submitted online on the January 29, 2021 deadline. PWRL's State Aid Funds have not yet been received. Library Staff will continue to check with the bank, and hopefully the funds will arrive soon.
- **VEHICLE REPLACEMENT CD:** The CD intended for replacement of PWRL's 2012 Dodge Grand Caravan will mature on March 22, 2021. The Library depends on the van for transportation during the

weekly route that picks up and delivers materials to each location, as well as transporting staff to the mini libraries. The balance of the current CD at the St. Marys Bank of the Flint Hills is \$22,103.75.

- Last year, at this time, the total balance of the vehicle replacement CD was \$21,348.66 (\$500 general fund = \$255.09 Interest). The current mileage on the van is 156,641 miles. Last year the mileage on the van was 140,779 (+15,862 miles in 2020-2021, despite the early statewide shutdown due to Covid-19 restrictions). New brakes and tires were purchased for the van in December 2019. We will probably need new tires again this year. According to maintenance records we generally replace tires about every two years).
- \$500 has been budgeted for vehicle replacement in 2021. This is the same amount that has been budgeted for this purpose for a number of years. The interest rate on the current CD is 1.85% for a term of 12 months. The Interest rate in 2019 was 2.32%. In 2021 the offered Interest rate is .50 for 12 months.
- After discussion, Nina Imthurn moved that the Board approve a new CD for vehicle replacement with a new interest rate of .50% APY for a term of 12 months. Alicia Matson seconded the motion and the motion carried. Judith noted that bank staff have indicated that if vehicle replacement needed to be done earlier than anticipated the penalty for early withdrawal of the funds from the CD would mean the loss of 6 months interest.
- BOARD MEETING DATES FOR 2021: The next Library Board meeting will be held on Wednesday, March 31, 2021 at the St. Marys Branch Library and is scheduled to start at 5:30 PM.
- ADJOURNMENT: Pam Bales moved to adjourn the meeting. Nina Imthurn seconded the motion and the motion carried. The meeting was adjourned at 7:46 PM.

  
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Chairman

  
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Secretary