

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, May 26, 2021 at the St. Marys Headquarters Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:30 p.m. Peggy Adams was appointed to act as Secretary. Others present were Board members: Paulette Simecka, Sandie Jensen, and Judith Cremer, Director. Sue Jenkins was present remotely via telephone.
- ADOPTION OF THE MEETING AGENDA: Paulette Simecka moved that the agenda be approved as presented. Sandie Jensen seconded the motion, and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE APRIL 28, 2021 MEETING: Paulette Simecka moved that the minutes be approved as corrected. Peggy Adams seconded the motion, and the motion carried.
- CORRESPONDENCE AND COMMUNICATION: None
- REPORT OF TREASURER: None
- APPROVAL OF BILLS: After discussion, Pam Bales moved that the Board approve and pay the bills as presented. Sandie Jensen seconded the motion, and the motion carried.
- DIRECTOR'S REPORT: The NCKL Executive Committee Meeting is scheduled for tomorrow, May 27, 2021, via Zoom. The next NCKL Directors' Meeting is scheduled for June 3, 2021.
- NCKL Member Libraries were notified in May that NCKL will be using the remainder of its CARES Grant Funding to purchase a system wide subscription to JoAnn Fabrics Creative Bug Arts & Crafts Video Training Database. PWRL purchased a subscription to this database in 2020. The \$1,000 cost was at that time also paid for with grant funding. This new purchase will allow PWRL patrons to enjoy another year of using this service with no additional cost.
- The Library has been very busy this month, and we are still suffering from a shortage in staffing. Some staff also took some time off, making staff coverage even thinner in places.
- Destiny Brooks has been hired to fill the open Full Time Assistant Branch Librarian Position at St. Marys. Destiny will move from her current position as the part-time Assistant Branch Librarian. This will open up the part time position, but with her increased hours will provide some additional coverage in the short term.
- We will need to fill the Part Time Assistant Position at St. Marys as soon as possible. We desperately need that person to help provide direct customer service and support as we move into the busy Summer Season.
- Judith updated the Board on the progress made in getting a promised refund from the Simplisafe Security Monitoring Service. So far they have failed to return the \$3,298.68 that was charged to the Library in error. We are now working with the credit card company to reach a resolution.
- The Jere F. Miller Charitable Trust went through some administrative changes, and PWRL almost missed the grant filling window this year. In the end we were allowed to submit an application asking for funding to help pay for the Beanstack Summer Reading Challenge Software Subscription, and equipment of the new outdoor movies planned for the Summer Reading Program.
- Jo Nehring, the new Mini Librarian, has been working with each of the Mini Library communities to initiate some cleanup and painting at Alta Vista, Harveyville, Olsburg, and Westmoreland. She is also working on a book patterned barn quilt that will have our logo and the Alta Vista Mini Library hours incorporated into the design. It will look very nice, once we get all the kinks worked out.

- The new Olsburg City Clerk sent an email requesting clarification on their responsibility for maintaining the PWRL Olsburg Mini Library. Judith reported that she shared what she knew about the history of the Mini Libraries, and sent her a copy of PWRL Mini Library Policy.
- Copies of the PWRL Service brochures were distributed to the Board. These were recently updated so that the most current information would be available to the staff and public going into the Summer Reading Program. The brochures will also be posted to the new Library website, which is still a work in progress.

- UNFINISHED BUSINESS:
- PANDEMIC ACTION PLAN: The PWRL Library Board approved changes to the Pandemic Action Plan at the April 2021 Board Meeting. At that time it was agreed that both Staff and Patrons would be allowed to choose whether or not to wear a mask at the Library as long as they were not sick, and the community positivity rate did not increase beyond an acceptable level. Since that meeting, the CDC has changed their guidance on mask wearing. The continued presence of the Covid-19 Virus means that there was no change to the recommendation for individuals who were not vaccinated, but those who are vaccinated have been told that it is not necessary to wear a mask any longer. After discussion the Board agreed by consensus to retain the signage stating that it is highly recommended that individuals wear a mask, as this is still true for unvaccinated adults and children too young to receive the vaccine.

- 2020 LIBRARY AUDIT: Varney and Associates has notified the Library that their audit report is not yet ready for the Board's review.

- 2022 LIBRARY BUDGET: Full copies of the approved 2022 Library Budget adopted at the April 28, 2021 Board meeting were included in the Board packet, and distributed at the May Board meeting. Following the Board meeting in April a customized budget packet was sent to each county via email.
- Judith presented the 2022 Library Budget to the Pottawatomie County Commission on May 3, 2021. Paulette Simecka attended the meeting in person to support the Library, and Pam Bales attended via Zoom. The possibility of adding health insurance for PWRL Employees was again discussed at this meeting.
- Judith presented the 2022 Library Budget to the Wabaunsee County Commission on May 10, 2021. Sandie Jensen attended the meeting in person to support the Library, and Pam Bales again attended via Zoom.
- The County Clerks will send the certified valuation from each county in June. The certified population will be released by the Kansas Division of the Budget on or before July 1, 2021. Once that information has been received, the tax data sheet that was included with the 2022 Library Budget Packet can be updated. At that point a final copy will be sent to each County outlining the apportionment between the two Counties and the amount that each will need to levy to fund the approved 2022 Library Budget.

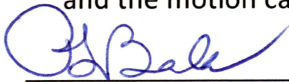
- TAILS & TALES – 2022 SUMMER READING / SUMMER FOOD PROGRAM: PWRL started offering a Summer Food Program as part of the Annual Summer Reading Program in 2016. At that time the Library partnered with Harvesters to provide this service. In 2017, the Library moved from Harvesters to a partnership with Catholic Charities of Northeast Kansas to provide the service. 2021 will mark six years that the Library has offered a Summer Food Option to the children in our Communities.
- Training and Logistics for the 2021 Summer Food Program are progressing. Most Branch and Headquarters Library Staff completed the required training via Zoom with Catholic Charities at the PWRL Staff Meeting on May 14th. Paulette Simecka also attended the training session so that she could in turn offer training to the St. Marys Knights of Columbus volunteers, who will be helping with the

food service at that location. In the intervening two weeks, training for additional staff and volunteers has been completed, and the required paperwork submitted.

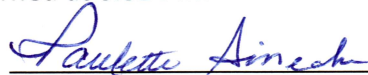
- PWRL received the first delivery of meals and milk yesterday, May 25th. All food for St. Marys and the four Mini Libraries was delivered and sorted for further distribution at the St. Marys Headquarters Library. Alma, Eskridge, and Onaga received direct shipments from Catholic Charities. This amounted to 160 boxes of food, with 4,800 meals, and 181 boxes of milk, with 4,887 individual servings, to St. Marys. An additional 60 boxes of food, with 1,800 meals and 68 boxes of milk, with 1,836 individual servings delivered to the three branches. This is intended to be enough, based on figures from last year's meal service, to supply most locations through the month of June. St. Marys is the exception to this rule in that the amount received for that location is likely only enough for two weeks of food service.
- In 2020 PWRL served a total of 18,202 meals at all locations. St. Marys served an average of 1,060 meals per day with a high of 1,500 on June 30, 2020. It's hard to say if we will see similar numbers in 2021, but we are doing our best to be prepared. The USDA still has a Covid waiver in place which allows the Library to offer a "Grab and Go" meal service. 5 meals, including milk, can be offered to anyone 0-18, or picked up by their caregiver. The children do not need to be present for the meal distribution. Staff at all locations will also prepare and distribute a weekly craft packet for each child to be picked up along with their meals.
- The master 2021 Summer Reading Calendar was included in the Board Packet. The calendar includes the weekly Grab & Go Lunches and Crafts, Special Programs, Outdoor Movies, and Page Turner Online Summer Library Programming. Both adults and children can register for the Summer Reading Program Challenge Online at <https://pottwab.beanstack.org>. The Page Turner Videos are set up as an activity inside of Beanstack and participants can link directly to the video content from there. Promotional Videos for Page Turner will premiere each weekday on the Pottwab YouTube Channel. There will also be a direct link to the daily Page Turner video in the YouTube description.
- Each location will have special programs. For example the Onaga Branch will be partnering with the Onaga Historical Society Museum to provide Storytime following scheduled craft sessions outdoors on the Museum complex grounds. Kids will also have an opportunity to get credit toward their Summer Reading Program Goals by participating in activities at both the Museum and Youth Center. Onaga will also be offering a weekly outdoor movie at the PT Fair Grounds Open Air Pavilion.
- The Alma Branch Library will be holding a kickoff party at the Alma Community Center where they will host a watch party featuring the Page Turner Animal Adventure Videos. They will also host a movie event in both June and July at the Community Center.
- The Mini Libraries will offer weekly Storytime Sessions, Grab & Go Lunches and Crafts, and a series of Summer Reading Activities for older children.
- The St. Marys Headquarters Library will host Bi-Weekly Thursday Special Programs at the Hill School Flat Park, down the hill from the Library. On the alternate Thursdays, St. Marys Staff will host a series of family movies outside the library. The Page Turner Videos will be shown outside on the large screen TV at St. Marys on Wednesday afternoons. We were unsuccessful in getting the projectors to work during the daylight hours.
- We are still shorthanded with three open positions at St. Marys, but everyone is doing their best to get ready for all the Summer Reading Fun. In some locations we will be actively recruiting volunteers to help even out the load. There will undoubtedly be a few hiccups, but we will try to give everyone a good time. This year we would like to pull the focus back a little toward reaching some reading goals. Hopefully we can give our patrons a good start down their lifelong Reading Path.
- NEW BUSINESS:
- POLICY REVIEW – PWRL COMPUTER AND INTERNET SAFETY POLICY: The Kansas Children's Internet Protection Act (KS-CIPA) requires every Public Library to adopt a policy to implement and enforce the

provisions of the Act. It specifies that the policy must be reviewed at least every three years by the Library's Governing Board. Certification of this review process is part of the State Annual Report that is required each year to retain eligibility to receive State Aid Funding for Libraries. The Kansas State Library has sent PWRL a reminder that our Board will need to review the PWRL Library Computer and Internet Policy before October 20, 2021 to remain compliant with KS-CIPA requirements.

- The Board agreed by consensus that PWRL's Computer and Internet Safety Policy should be updated and streamlined. Judith noted that she would send a draft of the revised policy with the June Board Packet for the Board to review.
- BOARD MEMBER POSITIONS – ELECTION OF OFFICERS: Pam Bales moved that the Board approve the following slate of officers for 2021-2022: Chair - Pam Bales; Vice-Chair - Sandie Jensen; Secretary – Peggy Adams; and Treasurer – Paulette Simecka. Sandie Jensen seconded the motion and the motion carried.
- BOARD MEETING DATES FOR 2021: The next Library Board meeting will be held on Wednesday, June 30, 2021 at the St. Marys Branch Library and is scheduled to start at 5:30 PM.
- ADJOURNMENT: Pam Bales moved to adjourn the meeting. Paulette Simecka seconded the motion and the motion carried. The meeting was adjourned at 6:32 PM.



Chairman



Secretary