

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, June 30, 2021 at the St. Marys Headquarters Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:30 p.m. Paulette Simecka was appointed to act as Secretary. Judith Cremer, Director, was also present. Sandie Jensen and Alicia Matson were present remotely via telephone.
- ADOPTION OF THE MEETING AGENDA: Pam Bales moved that the agenda be approved as presented. Sandie Jensen seconded the motion, and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE MAY 26, 2021 MEETING: Pam Bales moved that the minutes be approved as corrected. Alicia Matson seconded the motion, and the motion carried.
- CORRESPONDENCE AND COMMUNICATION: None
- REPORT OF TREASURER: Paulette Simecka, Board Treasurer, reported the Library received ad valorem funds from Wabaunsee County in the amount of \$34,003.40. Of that amount, \$30,412.98 was allocated to the General Fund and \$3,590.42 was allocated to the Employee Benefits Fund.
- The Library received ad valorem funds from Pottawatomie County in the amount of \$209,500.00. Of that amount, \$187,500.00 was allocated to the General Fund and \$22,000.00 was allocated to the Employee Benefits Fund.
- 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.
- NCKL REP. REPORT: The next NCKL Director's Meeting is scheduled for August 5, 2021.
- The NCKL Annual Meeting scheduled for that day has been moved to August 26, 2021, in order to reconcile with the new hearing and budget timetable requirement that came with the passage of Kansas Senate Bill 13.
- DIRECTOR'S REPORT: The Library is still suffering from a shortage of staff, and juggling as best we can to cover.
- Destiny Brooks was hired to fill the full time Assistant Branch Librarian position at St. Marys. She was previously the part time Assistant Branch Librarian at this location.
- Bailey Keenan was hired to fill the part time Assistant Branch Librarian position at St. Marys. The plan is to move Bailey into the open Processing Clerk Position after the Summer Reading Program ends. Bailey previously worked as a Special Needs Para in the St. Marys school system, and is doing a good job in her new position at the Library.
- Loreli Wilson, the Alma Assistant Branch Librarian, will be leaving the Library and moving back East to help her parents. Her last day will be Friday, July 23, 2021.
- Sallie Force, who has been working as a Substitute Librarian since stepping down as the Onaga Branch Librarian in June, plans to complete her retirement from the Library in early August.
- Destiny Brooks who was recently moved into the Full Time Assistant Branch Librarian Position at St. Marys has received a full scholarship to Washburn University. She will continue in her position at the Library through the end of August.
- Judith reported that she is currently working 80-90 hours per week, rather than the regularly scheduled 40. She has vacation scheduled for September, but that will depend on the state of the staffing & training cycle at that time.

- The Director's laptop failed following an attempt to replace the keyboard. There is a nationwide shortage on computer components, so replacing technology equipment, especially within a short timeframe, is difficult. Duane Mayer, the NCKL Technology Consultant, assisted with securing a new machine, and Judith has the majority of the programs installed. This emergency took more time, but at least all the library files were backed up and available to be reloaded into the new computer.
- PWRL received a check from the Jere F. Miller Charitable Trust for \$900.00. \$805 of this amount will go to reimburse for the purchase of the Beanstack Summer Reading Challenge Software. \$95.00 will go to reimburse for the purchase of the new projector being used for Summer Reading Special Movie Programming Events.
- The 2021 Kansas Notable Book List was recently announced. PWRL has now purchased all fifteen titles on this year's list. The Kansas State Library has announced there is now an opportunity to apply for an LSTA Notable Book List Grant that will reimburse for the purchase of the books on this list. PWRL will be applying for this Grant.
- American Rescue Plan Act Grant (ARPA) – The Kansas State Library announced that Grant funding under the ARPA is now available to Kansas Public Libraries. Grants of \$1,000 – \$25,000 are available for projects that prioritize plans to enhance digital inclusion using Internet hotspots, accessible Wi-Fi, and digital content that support library services and meet the needs of the community. The application opened on June 21, 2021 and closes July 19, 2021. Projects must be completed between the dates of Aug. 1, 2021 – January 31, 2022.
- Emergency Connectivity Fund (ECF) Grants – The availability of federal funds to help libraries and schools provide connectivity to patrons and students has also been announced. Applications will be taken through the Universal Service Fund system. This is the same mechanism used for E-Rate applications. ECF Grants are to be used primarily for technology solutions, Wi-Fi hotspots, Chromebooks, and tablets. The discount or reimbursement percentage will be 100% for those who apply and are approved. The application for ECF funds opened June 29, 2021 and closes Aug. 13, 2021.
- The ECF funding places some limitations on the amount paid for each device purchased. There are also limitations on the handling and disposition of the equipment once it is purchased. Patrons who borrow the equipment are required to certify that they would otherwise lack access to sufficient Internet or connected devices. Successful applicants will also be required to update their Library Computer and Internet Safety Policies to include an eligible use statement indicating that equipment & services funded through the ECF are only for users who otherwise would lack sufficient access to Broadband Internet or connected devices.
- The Board agreed by consensus that Judith should focus on applying for ARPA Funding, unless a means for leveraging the ARPA Funding by also tapping into ECF Funding can be found.
- Board member Sandie Jensen announced that the United Church of Eskridge Church, which is closing, has decided to allow \$2,500 in Memorial funds to go toward the support of the PWRL Eskridge Branch Library. It was suggested that these funds be used for the purchase of a new microfilm reader / printer machine for that location. The cost of this machine, along with a new computer and monitor which will be needed to support the new equipment, is estimated at around \$6,700. PWRL has a previous Memorial donation with a balance of \$1,190 that can likely be used for this project. Other fundraising opportunities will need to be pursued to raise the amount needed.
- The Federal E-Rate year runs July 1 – June 30. Changes to the internet connections proposed and approved during the January 2021 e-rate application process will now need to be implemented as quickly as possible following the July 1, 2021 start date. The following changes have been ordered:
 - St. Marys - Wamego Telco (WTC) increase internet speed from 50mb / 10mb to 100mb / 100mb. Scheduled for July 1, 2021.
 - Alma - Wamego Telco (WTC) – increase internet speed from 50mb / 10mb to 100mb / 25mb. Scheduled for July 1, 2021.

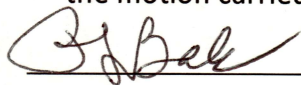
- Alta Vista - Tri-County Wireless (TCW) – Change providers from CenturyLink with 10mb / 768kb in internet speed to TCW with 50mb / 10mb internet speed. The local telephone service will also be switched from CenturyLink to TCW at this location. Scheduled for July 7, 2021.
- Eskridge – Mercury Broadband – Change providers from CenturyLink with 10mb / 768kb in internet speed to Mercury with 100mb / 10mb internet speed. The local telephone service will also be switched from CenturyLink to Mercury at this location. Scheduled for July 8, 2021.
- Harveyville – Mercury Broadband – Change providers from CenturyLink with 10mb / 768kb in internet speed to Mercury with 30mb / 6mb internet speed. The local telephone service will also be switched from CenturyLink to Mercury at this location. Scheduled for July 8, 2021.
- The static IP addresses will need to be changed at Alta Vista, Eskridge, and Harveyville. This process includes programming the new network information into the router and the NCKL Filter Server. This will allow the internet to work at each location. The new IP information will need to be reported to each vendor that provides database content to PWRL. Until this is completed, the IP Recognition and verification that allows seamless access to these databases will not work at these locations.
- PWRL is still in negotiations with the Library credit card company to get the \$3,298.68 charges that were made in error. Additional documentation has been provided, and we are currently in a 35 day waiting period during which Simplisafe has the opportunity to respond.

- UNFINISHED BUSINESS:
- 2020 LIBRARY AUDIT: Varney and Associates has notified the Library that their audit report is not yet ready for the Board's review. Our auditor was forced to take some family leave time and this has set back the process.

- 2022 LIBRARY BUDGET: The Pottawatomie County Clerk sent an email requesting that the Library complete a new online form to certify whether our entity would exceed the revenue neutral rate. This form also asks for a proposed mill levy amount and the date and time of the hearing required under Senate Bill 13. These are all new concepts that came with the passage of this new legislation.
- Judith told the Board that she has spoken with both the Pottawatomie County Clerk and the Pottawatomie County Financial Officer about what responsibilities PWRL will have under this new law. She is currently waiting to hear back from Heather Gladbach, the Pottawatomie County Financial Officer on how changes will be handled and what PWRL will need to do to comply.

- TAILS & TALES – 2021 SUMMER READING / SUMMER FOOD PROGRAM: The 2021 Summer Reading / Summer Food Program is going strong. 140 boxes of meals and 157 boxes of milk were delivered earlier today for St. Marys, Westmoreland, and Alta Vista. Staff is learning to manage inventory, and at time transfer meals between locations to meet demand.
- Judith told the Board that she has been sending out Facebook posts announcing reminders of daily Summer Reading events.
- The Page Turner Adventures team hosted a Facebook Live Event today. This was an opportunity to meet Page Turner and Kenny, play games, and win prizes.
- Several outdoor movies have been rained out. Onaga is slowly building up their weekly Friday night movie attendance at the outdoor Fair Pavilion. St. Marys brought the outdoor movie inside when the weather became an issue. Once the furniture had been moved there was plenty of open space.
- 10,685 meals have been served to children in Pottawatomie and Wabaunsee Counties through the Summer Food Program. Craft packets are distributed along with the lunches, and everyone is encouraged to participate in the ongoing Summer Reading Challenge. 6,177 people attended PWRL Summer Reading Program events during the first four weeks of Summer Reading.

- **POLICY REVIEW – PWRL COMPUTER AND INTERNET SAFETY POLICY:** Copies of the proposed revisions to the Internet Access and Computer Safety Policy were sent to all PWRL locations prior to being sent to the Board. All staff were given an opportunity to provide feedback. Some wording in the revised policy was changed specifically to meet the requirements of the Kansas Children’s Internet Protection Act - KS (CIPA). The goal for revising the policy was to streamline the information provided, and to reduce some barriers to computer and internet access that existed in the previous version of the policy. After discussion, Pam Bales moved that the Board approve the revised PWRL Computer and Internet Safety Policy and to allow it to be implemented, as time allows, at each of PWRL’s eight locations. Paulette Simecka seconded the motion and the motion carried.
- **NEW BUSINESS:**
- **BOARD MEETING DATES FOR 2021:** After Discussion, the next Library Board meeting date was changed from Tuesday, July 27, 2021 to Wednesday, July 28, 2021 at the PWRL Eskridge Branch Library and is scheduled to start at 5:30 PM.
- **ADJOURNMENT:** Pam Bales moved to adjourn the meeting. Sandie Jensen seconded the motion and the motion carried. The meeting was adjourned at 7:07 PM.



Chairman



Secretary