

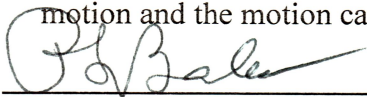
- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, Aug. 26, 2020 at the St. Marys Headquarters Library.
- **CALL TO ORDER:** Chairman Pam Bales called the meeting to order at 5:30 p.m. Nina Imthurn was Secretary. Others present were Board members: Paulette Simecka and Alicia Matson; Judith Cremer, Director; Pat Weixelman, Pottawatomie County Commissioner. Board member Sandie Jensen was present remotely via telephone. Paxico resident Carolyn Mathews was also present.
- **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 July 28, 2020 MEETING:** Pam Bales moved that the minutes be approved as corrected. Paulette Simecka seconded the motion and the motion carried.
- **CORRESPONDENCE AND COMMUNICATION:** A note from an Alma patron thanking the Library for the annual Summer Reading Program was given to the Board.
- **REPORT OF TREASURER:** None
- **APPROVAL OF BILLS:** After discussion, Sandie Jensen moved that the Board approve and pay the bills as presented. Paulette Simecka seconded the motion and the motion carried.
- **NCKL REPORT - DIRECTOR:** The NCKL Annual Meeting was held Thursday, Aug. 06, 2020 via Zoom. This meeting included a public hearing for the NCKL 2021 budget and a system wide vote by representatives from the 58 member libraries and 8 taxing counties to approve the 2021 NCKL System Plan and 2021 NCKL Budget.
- Judith noted that she had applied for an NCKL Continuing Education Grant to cover the registration for the annual Association for Rural and Small Libraries Conference (ARSL) which is scheduled to be held Sept. 28 – Oct 2 and will be held Online this year due to Covid. The registration fee for the conference is \$35.00.
- **DIRECTOR'S REPORT:** Judith reported that it had been another stressful month for everyone. She told the Board that Staff has continued to do everything possible to keep the Library a safe, connected, and supportive part of our communities.
- PWRL has received the Insurance Premium for 2020-2021. The cost is a net decrease of \$45.00 compared with the 2019-2020 premium. Coverage in the package includes General Liability, Data Breach Coverage, Property, Auto, Workers Compensation, and Directors and Officers Liability.
- Judith reported that PWRL has received two new Birth, Death, and Marriage Indexes compiled by Sylvester Ekart. The volumes cover information printed in the St. Marys Star from 1973 -1977, and will likely be a great aid to researchers as they search for genealogical information during that time period.
- Judith reported that the 472 E-Rate forms requesting reimbursement for a percentage of the online costs paid by PWRL from July 31, 2019 – June 30, 2020 have been completed and processed. A check for \$6,085.01 has been deposited in the Capital Improvement Fund under E-Rate Previous FY. These funds represented a 70% reimbursement of the amount paid for Internet connections at all PWRL locations. To the following vendors: WTC Communications, Twin Valley Telephone, Blue Valley Tele-Communications, and Centurylink.
- PWRL has been notified of changes in the pricing and Internet connection speeds at Onaga and Westmoreland provided by Blue Valley Telecommunications. Speeds at Onaga will go up to 150 MB and speeds at Westmoreland will stay at 100 MB for a net change of -\$13.95 in the cost.

- PWRL has completed the application for the 2020 Kansas Notable Book List Grant. The Library will receive reimbursement under this grant for the purchase of the 15 titles on the 2020 Kansas Notable Book List.
- Judith shared copies of the flyers and bookmarks created to announce PWRL purchase of a library subscription to Jo-Ann Fabric and Craft's Creativebug database. Creativebug includes online instruction videos, patterns, and tutorials for a wide range of arts and crafts projects. Information about the training site has been posted to social media, on PWRL's website, and at each location. The plan is to incorporate the database into upcoming online reading challenges and activities to engage with patrons to enjoy the many different creative opportunities. Grant funds from KLA and Wamego Telecommunications, along with some local donations, will be used to fund the purchase price of this database.
- Judith has been asked to sit on an Advisory Committee for the Auto-Graphics Verso Online Library Catalog. She will be attending Zoom meetings and have the opportunity to seek and provide feedback on the workings of the Online Catalog and get a first look at any new developments in the software.
- Judith reported that the Budget notices published by Pottawatomie and Wabaunsee Counties prior to their official budget hearing confirm that the PWRL 2021 Budget approved by the PWRL Library Board at their Apr. 29, 2020 Budget Meeting was in line with the amounts levied by each county.
- Staff is waiting for guidance on how to handle potential changes to payroll taxes due to an executive order signed by the President on Aug. 8, 2020. The order includes a memorandum allowing the deferment of payroll tax obligations in light of the ongoing Covid-19 disaster. Since the deferred taxes may have to be subsequently repaid, unless congress enacts legislation stating otherwise, this may not be the best option for most employees.
- Judith told the Board that she is scheduled for a medical procedure on Aug. 28th, and will be taking two weeks of her regular vacation time following the procedure. She will leave notes and calendars for staff, and work remotely if necessary, to keep everything running smoothly at the Library.
- UNFINISHED BUSINESS:
- PANDEMIC ACTION PLAN: PWRL is delaying any onsite programming, including the regular fall Storytime, until the schools reopen and there is enough new data on the current level of local control and spread of the virus. Staff will work on planning new virtual options for fall programming in the meantime.
- PWRL has not received any new information on the application to provide reimbursement for items purchased to help mitigate the spread of the Covid-19 Virus under the CARES Grant. The Pottawatomie County Commission is scheduled to begin discussing applications soon. A list of supplies and equipment purchased by the Library has been submitted. The total amount requested for reimbursement is \$1,780.24.
- It was previously decided that the Library would participate and partner in any local initiatives to address the problem of substandard Internet connectivity in Wabaunsee County, but the problem is too big for the Library to take the lead in applying for SPARK Grant funding. In that vein Judith reported that PWRL submitted three letters of support for grant initiatives aimed at bringing Broadband high-speed Internet connectivity to the area. The letters of support were given to the following projects:
- A grant application from WTC Communications to allow WTC to bring high speed fiber Internet service to the City of McFarland;
- A grant application from Wabaunsee County to allow fixed wireless connections to be installed in the parts of Wabaunsee County that do not meet FCC standards for broadband Internet speeds. Wabaunsee County will be working with Mercury Wireless to accomplish this project;
- A grant application from the City of Alta Vista to allow TC Wireless to build a fiber to the premises broadband network to the City of Alta Vista.
- Judith reported that there have been continued problems with patrons refusing to follow the mask rule, particularly at the St. Marys Headquarters Library. A number of incidents, including several acts of vandalism, were noted.

- In an effort to increase security and prevent future incidents several quotes were requested from WTC Communication outlining the cost of installing cameras at the St. Marys location. After a discussion on the costs and logistics Pam Bales *moved* that the Board approve contracting with WTC to install security cameras at the PWRL St. Marys Headquarters Library. Paulette Simecka seconded the motion and the motion carried.
- IMAGINE YOUR STORY – 2020 SUMMER READING PROGRAM: The official end of the 2020 Summer Reading Program was Saturday, July 25, 2020. This year, because of the Covid-19 pandemic, was different, but still a vibrant part of our programming year.
- In total, PWRL served 18,202 lunches to children in Pottawatomie and Wabaunsee Counties through our annual Summer Food Program. Any child 18 and younger was eligible for 5 shelf stable meals with milk at a single curbside pickup. The convenience of that single easy pickup was very much appreciated by parents. The high volume also speaks to the fact that there was an obvious gap in food security this year and PWRL was able to do our part to help fill it.
- Judith distributed copies of the four Summer Reading / Summer Food Program reports and provided a detailed overview of the information to the Board. Judith noted that Staff work very hard to conduct a successful Summer Reading Program each year and she very much appreciates all their efforts to provide an important service to our communities. Board Members echoed their thanks to staff for hosting another great year of summer programming, despite the realities of the ongoing pandemic.
- It has been announced that the 2021 Collaborative Summer Reading Program theme will be “Tales and Tails” featuring all things animal.

NEW BUSINESS:

- PROGRAMS AND PROMOTIONS: Staff created a collage of Library memory photos to display in the Pottawatomie County Fair booth to coincide with the Fair Memories theme. Donated and weeded books were offered for free in the booth, and although not as many were taken as in past years, some did find new homes.
- The Kansas Reads to Preschoolers “one book- one state” program is scheduled for the week of November 2nd. The book chosen for this program is “Groovy Joe: Ice Cream and Dinosaurs” by Eric Litwin. Each PWRL branch location has a hardback copy of this book. PWRL has also received 8 paperback copies of the book from the Kansas State Library. The Statewide Bookflix database also has an automated read along copy of this book that can be viewed anywhere in Kansas with an Internet connection. Staff will be making arrangements in each community so that it is read to as many children as possible during Kansas Reads Week.
- BOARD MEETING DATES FOR 2020: The next Library Board meeting will be held on Wednesday, September 30, 2020 at the St. Marys Branch Library and is scheduled to start at 5:30 PM. The Board agreed by consensus to again suspend plans for the regular summer travel for the Board Meeting in September.
- The Board agreed by consensus to move the Tuesday, Oct. 27, 2020 meeting to Wednesday, Oct. 28, 2020 as this date no longer conflicts with the annual KLA Library Conference.
- ADJOURNMENT: Paulette Simecka moved to adjourn the meeting. Alicia Matson seconded the motion and the motion carried. The meeting was adjourned at 6:27 PM.





Chairman

Secretary