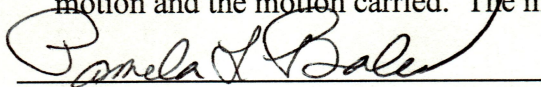


- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, Oct. 28, 2020 at the St. Marys Headquarters Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:30 p.m. Nina Imthurn was Secretary. Others present were Board members: Paulette Simecka and Alicia Matson; Judith Cremer, Director; Board members Sandie Jensen and Sue Jenkins were present remotely via telephone.
- ADOPTION OF THE MEETING AGENDA: Nina Imthurn moved that the agenda be approved as presented. Pam Bales seconded the motion and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE SEPT. 30, 2020 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: None
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- APPROVAL OF BILLS: After discussion, Paulette Simecka moved that the Board approve and pay the bills as presented. Sandie Jensen seconded the motion and the motion carried.
- NCKL REPORT - DIRECTOR: An NCKL Directors Meeting was held Thursday, Oct. 08, 2020. The meeting was conducted via Zoom.
- Member Libraries were notified that RB Digital, the statewide resource for digital audiobooks would be ceasing operation as of Dec. 02, 2020. The company has been purchased by Overdrive. The plan is to migrate the existing digital audiobook collection from RB Digital to the 3M Cloud Library. Previously the statewide subscription to Cloud Library only offered eBooks. PWRL staff has worked with many patrons to set up and use RB Digital accounts so this change will not be an inconvenience to these users. Staff has been asked to notify patrons and work to move patrons to a new platform. The Kansas State Library also has a new video tutorial that provides step by step instructions for migrating from RB Digital to Cloud Library.
- NCKL will host their annual Necessary Knowledge Technology Workshop on Nov. 12, 2020 via Zoom. The sessions will include information on the Verso Online Library Catalog and tips and tricks for virtual storytimes.
- Carol Barta, the NCKL Assistant Director, will be retiring at the end of November after 15 Years at NCKL. Linda Knupp, NCKL/MPL Director has asked Judith to sit on a hiring committee charged with interviewing candidates for this position. Zoom interviews are being scheduled for the first week of November.
- DIRECTOR'S REPORT:
- PWRL has received communication from NEKLS regarding the pricing for the Interlibrary Loan Courier Service. NEKLS received a KLE Covid-19 Relief Grant that will allow them to offer reduced pricing for the Courier Service in 2021 and 2022. PWRL budgeted \$6,600 in 2021 for this service. The new price for PWRL in 2021 will be \$3385, for a savings of \$3,215. The new price for PWRL in 2022 will be \$4,595 for a savings of \$2,005.
- PWRL held a Staff Meeting with the Admin Staff and Branch Librarians on Friday, Oct. 9, 2020 via Zoom. Staff discussed the pandemic action plan, collection and equipment needs, the Library calendar, and upcoming programs and promotions.
- PWRL has a staff member at Westmoreland quarantined. Her spouse tested positive for Covid-19. Because the Staff member only works limited hours the exposure at the Library was limited. Extra

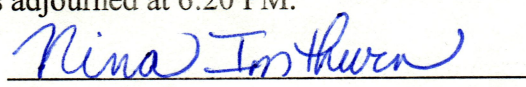
sanitizing was done at that location and Staff members shifted to cover hours at the Library during the quarantine period.

- Judith is working with PWRL full time staff to schedule any remaining vacation time so that all leave time is expended by the end of the year. She and Sheila will also be working in November to prioritize the regular year end tasks so that the Library is ready for a new year.
- St. Marys patron, Jerelyn Ramirez, who belongs to the Kansas Astronomical Observers Club, offered last year to purchase and customize a telescope for the Library. The intention would be for this equipment to be checked out by patrons so that they could use it to learn more about the night sky. She also offered to maintain the equipment and present public programs as needed to show patrons how to use the equipment. At that time she asked that the Library collect and donate USP codes from Best Choice products that could be redeemed for cash to help fund the purchase of the telescope. The cost of the telescope is estimated at \$250. Staff at St. Marys was not able to collect many USP codes but Jerelyn has offered to go ahead with the purchase and donate the telescope to PWRL for the use of our patrons.
- UNFINISHED BUSINESS:
- PANDEMIC ACTION PLAN:
- Following the discussion on the mask rule at the Library at the Sept. Board Meeting, Judith sent an email response letter to the patron and city official who had requested that the Library Board loosen the policy. The response explained the Boards process and reason for their decision to continue to enforce the mask rule at the Library. A reply to the letter was received from the patron who questioned the policy. Hopefully the Library will be able to continue to keep lines of communication open going forward.
- PWRL received notification that all three of the state level grants for improving Internet connectivity in Wabaunsee County, that Judith wrote letters of support for in August, were funded. These grants will be combined with locally funded CARES Act projects to fund a Wamego Telephone (WTC) project to install fiber Internet to McFarland, a Tri-County Telephone (TCT) project to install fiber Internet service in Alta Vista, and a Mercury Wireless fixed broadband project in the Eastern half and Northwest corner of Wabaunsee County.
- Judith has completed the paperwork to secure a fiber Internet cable drop for the PWRL Alta Vista Mini Library with TCT. She told the Board she would follow up on the progress and potential for faster Internet service with Mercury Wireless for Eskridge and Harveyville.
- WTC has been working on installing a fiber Internet cable for the PWRL Alma Branch Library. The Library is scheduled to move to this faster connection as soon as WTC is ready to make the switch from the current WTC wireless connection.
- PWRL received a check for a CARES Act funding for Small Business Grant in October. The Library received \$1,780 based on an itemized cost report of the supplies and equipment purchased specifically to mitigate the transmission of the Covid-19 virus.
- PWRL purchased one air purifier for each location in January 2020. In October, PWRL purchased three additional air purifiers for St. Marys because the coverage area at this location is much larger. Some studies indicate that this type of equipment may help aid in stopping the spread of the Covid-19 virus. Machines have now been positioned near each Staff workstation at all locations.
- PROGRAMS AND PROMOTIONS:
- PWRL partnered with the schools in Westmoreland and Olsburg for their Halloween parades. Fall bookmarks with the Library locations and hours were prepared and presented along with candy to the schools ahead of the event. This allowed the schools time to quarantine the items and package them for the children on the day of their events.
- News releases announcing PWRLs participation in the annual Kansas Reads to Preschoolers “one book-one state” program, featuring the book *Groovy Joe: Ice Cream and Dinosaurs* by Eric Litwin, were sent out to all Pottawatomie and Wabaunsee County Newspapers.

- A schedule of PWRL events for Kansas Reads, and a link to the news release, were posted to Facebook, and added to the Library web site.
- The Storywalk for *Groovy Joe: Ice Cream and Dinosaurs* was created by staff at the PWRL Alma Branch Library. 20 foam core sheets were used to display each page of the book. Wire frames used for displaying political advertising were repurposed to hold each sign. The Storywalk at Alma was held today in partnership with the Alma Grade School for grades K-4. Staff shared lesson plans and the Bookflix online digital reading of the story with teachers. Bookmarks with PWRL locations and hours were provided to students. Ice cream was also purchased as a special treat to complement the story.
- PWRL Eskridge Branch Library is planning to participate in the Eskridge Fall Festival scheduled for Saturday, Oct. 31. Games, prizes, and free books will be offered to kids in front of the Library on that day.
- PWRL St. Marys Headquarters Library will partner with the St. Marys Grade School on Nov. 2 to provide a Storytime via Zoom featuring the Kansas Reads to Preschoolers Program. Bookmarks will be provided for students and teachers will be given the link to the Bookflix online digital reading of the story to share with the children.
- PWRL St. Marys Headquarters Library will host the Storywalk for *Groovy Joe* at the Riverside Park in St. Marys on Nov. 3. Staff will call regular storytime families prior to the event to get them on board. Bookmarks, free books, and ice cream for the kids will be provided.
- PWRL St. Marys Headquarters staff members are working on a video storytime for the Kansas Reads book that can be posted to the Library YouTube Channel. Various staff members will mask up to act as dinosaurs from the story and all will sing “love my doggie ice cream...” Patrons from all locations may view this storytime once it is posted to YouTube.
- PWRL Onaga Branch Library will host the Kansas Reads Storywalk in downtown Onaga on Nov. 10. Staff members will again call regular storytime families and encourage them to participate. Bookmarks, free books, and ice cream will be provided.
- The Kansas Reads Storywalk is scheduled to be displayed at the Mission Valley Grade School on Nov. 23 – Nov. 24.
- The Kansas Reads Storywalk will be displayed at the Olsburg City Park on Nov. 12 from 10:30-2:30.
- The Kansas Reads Storywalk is scheduled to be displayed at the Westmoreland Elementary School on Nov. 16.
- The Kansas Reads Storywalk is scheduled to be displayed at the Prairie Heights Elementary School on Nov. 18.
- PWRL is unfortunately not planning our regular Christmas Open Houses due to the complications created by the Covid-19 virus. For this reason we are making the most of our outside celebrations opportunities during our Kansas Reads to Preschoolers programming events.
- NEW BUSINESS:
- KLA Conference – Zoom – Oct. 29, 2020: The Director, Collection Development Manager, and four Branch Librarians attended the annual KLA Conference online via ZOOM on Thursday, Oct. 29th. This was a great opportunity to see how other Libraries are handling the new normal under Covid-19.
- BOARD MEETING DATES FOR 2020: The next Library Board meeting will be held on Tuesday, Nov. 24, 2020.
- ADJOURNMENT: Paulette Simecka moved to adjourn the meeting. Sandie Jensen seconded the motion and the motion carried. The meeting was adjourned at 6:20 PM.



Chairman



Secretary