

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, January 27, 2020 at the St. Marys Headquarters Library.
- **CALL TO ORDER:** Chairman Pam Bales called the meeting to order at 5:31 p.m. Nina Imthurn was Secretary. Others present were Board member: Paulette Simecka, Alicia Matson, Judith Cremer, Director, and Pat Weixelman, Pottawatomie County Commissioner. Board member Sandie Jensen was present remotely via telephone. John Simecka, guest, was also present.
- **ADOPTION OF THE MEETING AGENDA:** Sandie Jensen moved that the agenda be approved as presented. Paulette Simecka seconded the motion and the motion carried.
- **APPROVAL OR CORRECTIONS OF MINUTES OF THE November 24, 2020 MEETING:** Pam Bales moved that the minutes be approved as corrected. Paulette Simecka seconded the motion and the motion carried.
- **CORRESPONDENCE AND COMMUNICATION:** The following communications were received from members of the public.
 - Verbal communication dated 12/14/2020 from Pam Swisher, thanking the Library Staff & Board for everything they do, and for enforcing the mask rule at the Library.
 - Verbal communication dated 12/16/2020 from Marcie Cook, offered to organize local residents to attend city council meetings in order to voice their support of the Library.
 - Verbal communication dated 12/16/2020, from Janet Figge, local American Family Insurance agent, expressed approval of the response from the Library published in the St. Marys Star concerning the mask rule at the Library. She was very supportive and asked that her appreciation be passed on to the Library Staff & Board.
 - Verbal communication dated 12/17/2020 from Amelia Flanagan, asked if the Library was closing and said she was against closing the Library.
 - Verbal communication dated 12/17/2020 from Jody Chaney, who came to the Library to get a Library Card and get back in the habit of using the Library. She stated she doesn't want the Library to close.
 - Verbal communication dated 12/17/2020 from Don Pomelo, who was very angry with what happened at the St. Marys City Council meeting. He said he is in support of the Library.
 - Verbal communication dated 12/18/2020 from Vivian Olson. She contacted NCKL after reading the story featuring Paul Mann's complaint at the St. Marys City Council Meeting. She thanked the Library Staff & Board for sticking to the policy for mask wearing and said she supports the Library.
 - Written communication from Rita and Cletus Legleiter expressing support for the Library.
 - E-mail communication dated 12/11/2020 from David Steele, thanking the Library Staff & Board for all they do and for attempting to keep people safe.
 - E-mail communication dated 12/11/2020 from Barb Marstall Brockamp, stated she was appalled at the discussion / actions of the St. Marys City Commissioners. She thanked the Library Staff & Board for sticking to the policy for mask wearing.
 - Written communication dated 12/21/2020 from Karen Ringel, expressing appreciation for the positive attitude and help available at the PWRL Alma Branch Library from Branch Librarian Lori Beth Terrell.
 - Written communication dated 01/11/2021 from NCKL Staff member Sandy Wilkerson expressing support for the Library.
 - Written communication from Deborah Eichem, St. Marys Processing Consultant, thanking the Board for the raise in pay that she received and for supporting the Library so it could stay open during these trying times.
 - Written communication from Julia Anderson, PWRL Alma Substitute, expressing appreciation for all that the Library has done to keep staff and patrons safe. She also thanked the Board for their support and for the increase in salary that she received.

- **REPORT OF TREASURER:** Paulette Simecka, Board Treasurer, reported the Library received ad valorem funds Wabaunsee County in the amount of \$65,636.48. Of that amount, \$58,699.77 was allocated to the General Fund and \$6,936.71 was allocated to the Employee Benefits Fund.
- The Library received ad valorem funds from Pottawatomie County in the amount of \$249,000.00. Of that amount, \$224,000.00 was allocated to the General Fund and \$25,000.00 was allocated to the Employee Benefits Fund.
- Judith told the Board that she has spoken with both the Pottawatomie and Wabaunsee County clerks asking if it would be possible in future to receive ad valorem distributions via direct deposit. This would help alleviate the stress that is felt, especially at the beginning of a new budget year, when funding checks take longer than expected to be delivered via the U.S. postal service. Beyond the convenience of establishing set deposit dates, this change would generally provide a significant increase in the overall security of this regular transfer of budget funding. Pottawatomie County responded that they only issue tax fund distributions via check at this time. Wabaunsee County said that they were open to the idea, but that they would need to investigate the logistics involved with this change in procedures. Judith will follow up with both County Clerks to see if this might be something that could be worked out for future disbursements.
- **APPROVAL OF BILLS:** After discussion, Pam Bales moved that the Board approve and pay the bills as presented. Alicia Matson seconded the motion and the motion carried.
- **NCKL REPORT - DIRECTOR:** The first NCKL Executive Committee Meeting for 2021 is scheduled for Thursday, January 28, 2021. Judith will conduct the meeting via Zoom, but will need to drive to Manhattan so that she can sign the NCKL checks and any approved NCKL grant proposals.
- Judith was again appointed at the December 3, 2020 NCKL Executive Committee meeting to serve as the NCKL Executive Committee President for 2021.
- The new NCKL Assistant Director, Dawn Krause, was introduced to the NCKL Executive Committee Board at the January meeting.
- NCKL Collection Services reported a backlog on Baker & Taylor book shipments for all NCKL Libraries due to delays they are experiencing in receiving items from publishers. PWRL has also experienced this backlog problem. Large book orders placed in November and December went unfilled until Baker & Taylor customer service was contacted. Then PWRL received 100+ boxes of new books all at once last week.
- NCKL Summer Reading workshops were scheduled earlier this year on Jan. 14th and Jan. 21st. Both sessions were presented via Zoom. Staff at all PWRL locations attended these sessions, or will view a recording of the sessions at a later time.
- NCKL is working with the other Regional System Libraries to organize quarterly training sessions that will be open to both Library Staff & Trustees. Pat Wagner and Jamie LaRue are scheduled to speak during the first session planned for March 2021.
- **DIRECTORS REPORT:** All PWRL locations were closed on Monday, January 25, 2021 due to inclement weather. This included St. Marys, Alma, Eskridge, Onaga, and Westmoreland.
- PWRL was able to close the 2020 financial year at the end of January 2021. Judith noted that this was the first time since she has been Director that the Library has been able to accomplish this. Usually a good deal of spending for supplies, equipment, and collections is done at the end of the year. The encumbrances created for these purchases hold up the closing of the financial year. In past years it was not unusual to close the financials for a previous year in February or March of the following year. Per the motion made by the Board at the Nov. 24, 2020 meeting all unexpended funds in the 2020 budget from both the General and Employee Benefit funds were transferred to the PWRL Capital Improvement Fund. The Library is by statute allowed to transfer up to 10% of the budget total to the CIF. The FY2020 transfer was \$40,472.66, or 6.64% of the budget total.

- Judith reminded the Board that they have already approved some transfers from the Capital Improvement Fund back to the general fund as part of the 2021 Budget process. The Board motions for these planned transactions are listed as notes at the bottom of the monthly financial report. The details of the FY2020 CIF transfer are shown on the back of the monthly financial report under the Capital Improvement Fund transactions section.
- In January each County Commission reorganizes. By statute the Pottawatomie and Wabaunsee County Commission Chair, or other County Commissioner appointed by the Chair, serves as an ex-officio member of the PWRL Board of Trustees. In 2021 the new Pottawatomie County Commission Chair, Greg Riat, has reappointed Pat Weixelman to continue to serve in this capacity. The Wabaunsee County Commission Chair, Joel Fager, will also continue as an ex-officio member on the PWRL Board.
- Judith also verified with both the Pottawatomie and Wabaunsee County Clerks what the official newspaper for 2021 will be in each County. The Wabaunsee County official newspaper for 2021 will continue to be the Wabaunsee County Signal Enterprise. The Pottawatomie County official newspaper for 2021 will for now continue to be the Wamego Times. PWRL has a statutory requirement to send notification to each newspaper announcing the monthly Library Board Meeting which is open to the public. PWRL also posts this information each month at each of our eight Library locations.
- In December PWRL received an email from the Pottawatomie County Economic Development office asking the Library to participate in their #Shop local social media campaign. Judith sent information and pictures and noted that this was shared across the Eco Devo social media and Facebook pages.
- PWRL hosted an adult / child craft contest over the Christmas holidays. The Take & Make Book Art Christmas Tree Craft Package was enjoyed by patrons at all PWRL locations. Lorelei Wilson, the St. Marys and Alma Assistant Branch Librarian is now working on a pattern for a new “Love Your Library” Valentine Heart Take & Make Book Craft project that patrons can pick up in February.
- PWRL received the telescope, part of the Library Loaner Telescope Program, from local astronomer Jerelyn Ramirez, in December. Jerelyn has agreed to maintain the machine and offer educational opportunities as needed. The telescope has been processed and packaged to check out to patrons. A record for the telescope has been added to PWRL Online Library Catalog. Colette Goldade, PWRL Collection Manager, was the first to check out the telescope. Jerelyn assisted Colette and her family in locating the star that was purchased for their son. Everyone had a great time.
- Judith has already corresponded with Catholic Charities of Northeast Kansas confirming that PWRL will participate in the 2021 Summer Food Program. The Catholic Charities representative verified that they have approval from the State to offer up to five meals to any participating children aged 0-18 through a single pickup. The Library will therefore be able to again offer these meals at each PWRL location through the curbside pickup model developed last year as part of our pandemic outreach services.
- The 2021 Summer Reading Program / Summer Food Program will be held from June 1, 2021 – July 31, 2021. The schedule has been expanded from eight to ten weeks so that families will have two full months of stable and dependable resources that they can count on. In 2020, PWRL served 18,202 meals to children aged 0-18 in Pottawatomie and Wabaunsee Counties. We want to, as much as possible, ensure that the Library can continue to assist in bridging any gaps in food security that may exist, while also hopefully keeping kids and families reading throughout the summer.
- The 2021 Summer Reading Theme is Tales & Tails, which includes all things animal related. PWRL will again use the Beanstack Online Reading Challenge software to remotely track reading progress. Instead of purchasing T-Shirts from the SRP catalog, Library staff members are planning to create our own design and work with the screen printing class at Wabaunsee High School to get customized T-shirts. Staff & Board will be able to order and purchase these shirts as soon as the details are worked out.
- PWRL is having increasing trouble acquiring tax forms for the public through the IRS Library Tax Form program. Patrons continue to ask for these tax forms, but shipments from the IRS come later every year.
- Judith reported on PWRL’s experience with the increased fraud activity related to Kansas Unemployment Benefits. Sometimes the Library is notified by the Kansas Department of Labor that a claim has been made by an employee of the Library. Sometimes the employee is notified directly by

mail that a claim has been made in their name. The Department of Labor now has an online fraud reporting site and a check list of who to notify to protect against identity theft. The Library councils each employee to follow these steps, and responds to the Department of Labor that the employee is still working and being paid. To date, nine false claims have been made and identified for eight PWRL employees.

- Frances Garcia, PWRL Processing Clerk, is currently out on a 12 week FMLA Leave of Absence in order to care for her husband who is in a late stage of cancer. The Library used the provision in the PWRL policy that allows employees to donate some of their leave time to a shared leave time pool. Frances was able to take time off in December to be with her husband using this benefit. Vacation earned in 2020 was posted to each employee leave account on January 1, 2021 and Frances expended her vacation time before starting her leave of absence, which official begins on Feb. 1, 2021. She is scheduled to return to work on Apr. 19, 2021, following the 12 weeks allowed under FMLA.
- The St. Marys Branch Librarian had several brushes with Covid exposure during the month of January. She was required to quarantine pending the return of test results from Jan. 14 -26.
- The St. Marys Assistant Branch Librarian was also quarantined for several days in January due to possible Covid exposure and pending the return of test results.
- The Library was able to purchase eight Kindle Fire 10" Tablets, one for each location, taking advantage of an \$89 per device Black Friday Deal. The tablets have been loaded and customized for the Library. They will be used, along with wireless barcode scanners, to complete an inventory of the Collection. The inventory will be scheduled as time and staffing allows. With the Processing Clerk out, the Assistant Director position still open, and others going in and out due to Covid, staffing is proving to be a challenge as we move into the New Year.
- We had a fun reference question last week to brighten the day. A family historian from California called searching for an obituary for a man who died in 1951 and was buried at the Westmoreland Cemetery. After consulting the indexes, and searching the microfilm newspaper collection for that time period, I was able to locate the obituary through PWRL's subscription to Newspapers.com. The gentleman was indeed buried at the Westmoreland Cemetery, but he died in Chester Nebraska, where he was living at the time. The Chester Herald had a lengthy obituary, and I emailed it to the researcher. She was very happy to receive it. She called me three different times to tell me so. We help people with questions and problems just like that every day at the Library.
- UNFINISHED BUSINESS:
- PANDEMIC ACTION PLAN: As mentioned in the correspondence above, the Library received a lot of support following the articles published in the St. Marys Star about the mask rule during the early part of December.
- December 31, 2020 staff took a report of a minor complaint from a patron who wanted to sit at a table and write a letter. The library has removed all of our casual furniture and patrons are encouraged not to linger as part of our Covid-19 prevention procedures. The patron was told she could use one of the computer tables, but she was not happy with this compromise. She did though continue to regularly use the Library reference services, and also continues to make book requests.
- January 7, 2021 Judith handled a complaint from a woman with three children who, when asked to put on a mask, refused claiming a medical exemption. Though sympathetic with her situation, Judith explained that this was our policy. The patron was told that if she couldn't or wouldn't wear a mask then there were a variety of other ways we could provide her with Library services. Unfortunately she was not willing to explore these options.
- Judith told the Board that she was alerted to the fact that this individual was listed on the agenda for their Jan. 19th St. Marys City Council meeting. Board member Paulette Simecka was able to attend this meeting and listen to the concerns that were brought up for discussion. The St. Marys City Council members suggested that the woman contact the PWRL Library Board members directly to express her concerns. Judith said she has had no further communication on this situation. She asked for the Board's

guidance. The consensus was to wait and see if the individual reaches out, and at that point attempt to do what we can to meet her needs, within the guidelines of the current protective policies.

- Judith noted that the Kansas State Legislature has extended the pandemic emergency status through the end of March. The new vaccine is rolling out in places. Everyone is just doing the best that they can do to get through this situation. She told the Board she would try to keep informed with developments related to the pandemic and report back next month.

- **CIVIL RIGHTS COMPLIANCE FORMS:** The civil right compliance form is part of the 2020 Kansas Public Library Report. Judith presented the form for signature, as per a Board motion at the Nov. 24, 2020 meeting. Pam Bales, Chairman, signed the Civil Rights Compliance form.

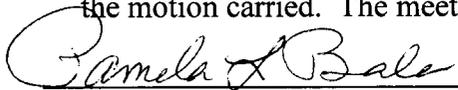
- **NEW BUSINESS:**
- **ONLINE DATABASES / LIBRARY WEBSITE:** At the end of 2020 PWRL added 33 new digital magazine titles to the Library’s regular print magazine subscription renewal through EBSCO. The number of print magazine subscriptions was reduced at some locations, but a number of print titles will still be continued. The decision to do this was based on the report that some patrons were still heavily using the print collection, and not able to take advantage of the new digital titles.
- Patrons will be able to access the new digital magazines through the internet with a computer or mobile device. Those with a smart phone or tablet can install the EBSCO FLIPSTER App, enter their PWRL Library Card barcode number, and download issues to read directly on their device. The following titles will be available. Most titles have the current edition, plus five years of back issues, from which to choose. Each magazine has its own loan period set by the publisher. Loan range from two days to forever. When a loan ends patrons can delete the issue from their device, and are then free to check it out again if they wish. PWRL patrons have the right to access up to 500 simultaneous check outs of each title. There are a number of possibilities for the use of this collection. Entire groups or classes of individuals could study the same title or issue, all they need is a PWRL Library Card!
- Library Staff were trained last week on how to download and install the Flipster App to tablets and other devices. IP authentication is in place at each PWRL location. Barcode authentication allowing patrons to access the magazine database outside the library is also setup and ready to go. The service is live and available now to use. Staff will be introducing patrons to the new option as we move forward.
- **EBSCO FLIPSTER – New Digital Magazine Titles**

<ul style="list-style-type: none"> • All Recipes • Ask (Cricket) • Astronomy • Better Homes and Gardens • Consumer Reports Buying Guide • Country Living • Crochet World • Discover • Do It Yourself • Eating Well • Fine Gardening • Garden Gate • Girls World • Good Housekeeping • Guns & Ammo • Highlights 	<ul style="list-style-type: none"> Interweave Crochet Midwest Living National Geographic National Geographic Kids On Health (Consumer Reports) People Popular Mechanics Quilt Maker Quilter’s World Real Simple Simply Gluten Free Taste of Home This Old House Time True West Woodcraft Zoobooks
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- Judith is working with the Kansas State Library and each individual Vendor to update the authentication methods for each database in the Statewide Database Collection. Each PWRL location will have IP recognition setup so that patrons that access the databases at the Library will be automatically allowed access. She is also working on securing direct links to each of the databases that can then be added to the PWRL website and used by patrons to access the databases remotely with their PWRL Library Card. An Admin account has been established with each vendor so that PWRL will be able to track the usage statistics for our local patrons who access the digital collections.
- Judith will meet with NCKL Staff tomorrow to begin planning the 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 editing 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. In the meantime a link has been added for Flipster on the current PWRL website. All patrons need to do to access the magazines in Flipster is enter their PWRL Library Card Barcode when prompted by the system to do so.
- **2021 LIBRARY CALENDAR:** A draft of the PWRL 2021 Library Calendar was distributed to the Board. Summer Reading, Storytime, Mini and NCKL Rotations, Admin Deadlines, meetings, and holidays are listed. More will be added as we move forward. Board members were encouraged to mention any local events not already listed for inclusion.
- **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 will be filed before the end of January. Judith will begin investigating new options for Internet service, particularly in Wabaunsee County, as soon as possible. The E-Rate 470 application submitted by the Library must be posted for 28 days on the USAC (Universal Service Administrative Co.) website. After 28 days have passed, the Library can complete a vendor list and the E-Rate 471 application can be filed.
- **PUBLIC LIBRARY REPORT:** Completion of the annual Kansas Public Library Survey Report is now required for public libraries to retain eligibility to receive State Aid Funding. In 2021 the deadline for the completion of the Public Library Report is on Friday, Jan. 29th. This is a full two weeks sooner than it was previously required. There are significant challenges to completing the report this year. A number of questions have been asked about the correct way to count program attendance. The increased use of virtual programming that occurred while Libraries were dealing with the new mitigation procedures required by the Covid-19 pandemic has made this count difficult.
- PWRL has also discovered a problem with our book count. In March, while PWRL was shut down due to Covid, a software glitch resulted in the deletion of all the cataloging records for items withdrawn by the Library which had accumulated over the 12 years that the Library has been automated. Subsequently the report previously used to calculate the number of books owned by the library showed a large decrease. This discrepancy can only have occurred through an error which caused the number of withdrawn items to be included in the final total item count. We are now working on the third draft of the Kansas Library Report. The totals on the program stats still need to be reconciled, but the report will be completed and submitted by the deadline.
- **EVALUATION OF THE DIRECTOR:** Copies of the Director's annual evaluation form were distributed. Board Members will complete individual evaluation forms that will then be combined and presented to the Director at the February Board Meeting.
- **BOARD MEETING DATES FOR 2021:** The next Library Board meeting will be held on Wednesday, February 24, 2021 at the St. Marys Branch Library and is scheduled to start at 5:30 PM.

- The date for the annual Board / Staff Function was changed to **Wednesday, May 26, 2021**, pending the ability of the Library to host a large meeting if Covid-19 is still a factor.
- The date for the July Library Board Meeting was changed to **Tuesday, July 27, 2021**, to free up Wednesday for the annual Flush Picnic.
- The date for the October Library Board Meeting was changed to Tuesday, Oct. 26, 2021 to avoid a possible conflict with the annual Kansas Library Association Meeting.
- The date for the November Library Board was changed to Tuesday, Nov. 23, 2021 to avoid a conflict with the Thanksgiving Holiday.

- **ADJOURNMENT:** Pam Bales moved to adjourn the meeting. Nina Imthurn seconded the motion and the motion carried. The meeting was adjourned at 6:55 PM.



Chairman



Secretary