

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, Feb. 26, 2020 at the St. Marys Headquarters Library.
- **CALL TO ORDER:** Chairman Pam Bales called the meeting to order at 5:32 p.m. Nina Imthurn was Secretary. Others present were Board members: Alicia Matson, Paulette Simecka, Sandie Jensen and Judith Cremer, Director.
- **ADOPTION OF THE MEETING AGENDA:** Paulette Simecka moved that the agenda be approved as presented. Pam Bales seconded the motion and the motion carried.
- **APPROVAL OR CORRECTIONS OF MINUTES OF THE JANUARY 29, 2020 MEETING:** Sandie Jensen moved that the minutes be approved as corrected. Nina Imthurn seconded the motion and the motion carried.
- **CORRESPONDENCE AND COMMUNICATION:** The Board received a card from Lori Beth Terrell, Alma Branch Librarian, thanking the Board for the Memorial Donation and Funeral Leave she received on the death of her father.
- The Board received a card from Julia Anderson, Alma Substitute Librarian, thanking the Board for the increase in her salary.
- The Board received a card from Sallie Force, Onaga Branch Librarian, in which she thanked PWRL staff members for the work they did while she was out on medical leave.
- Judith shared messages in which St. Marys patrons described why they love their library which were completed as part of a Valentine's Day event.
- **REPORT OF TREASURER:** None
- **APPROVAL OF BILLS:** After discussion, Nina Imthurn moved that the Board approve and pay the bills as presented. Pam Bales seconded the motion and the motion carried.
- **NCKL REPORT - DIRECTOR:** Staff members from all PWRL locations are scheduled to participate in the NCKL Summer Reading Workshop in Manhattan tomorrow, Feb. 27, 2020. The 2020 Summer Reading Theme "Imagine Your Story" will focus on fantasy and fairy tales. Staff will gather information including programming and craft ideas that they can implement during the upcoming annual event.
- **DIRECTOR'S REPORT:**
 - The Library is in the process of closing the financial year for 2019.
 - Judith attended the Annual KLA Library Legislative Day on February 25 at the State Capitol in Topeka. There were scheduling difficulties because our Legislators were focused on completing a large amount of business before the current session's turnaround day. Judith was still able to deliver care packages with a collection of service brochures to both Representatives and all four Senators that serve constituents within PWRL's legal service area.
 - News releases were sent to the newspapers in both counties highlighting the spring programming options available at the Library. Times and dates for Storytime at all Branch and Mini locations were listed as well as any special programs to be held at a particular location.
 - Notification was sent by the Kansas State Library that the Presidents FY21 federal budget recommendation proposes drastic cuts to the Institute of Museums and Library Services. This would result in the demise of that agency and the elimination of LSTA Grant Funding received by each State Library. This would mean a loss of 1.8 million dollars received by the Kansas State Library. They currently use these funds to finance the purchase of our Statewide Resource Databases, the Kansas Statewide Library Catalog, the Federal Talking Books Program, annual Summer Reading Program funding, the Kansas Notable Book Program, the Kansas Reads to Preschoolers Program, and RB Digital

and Cloud Library Digital audio and eBook services. Judith noted that it is very important to continue to remind legislators at all levels how vital these resources and services are to their constituents. It would not be feasible to fund the purchase of these resources at the local level, and their loss would be a great blow to all Kansas residents.

- Judith shared information related to pandemic preparedness with the Board compiled by the Kansas State Library. After discussion, Sandie Jenson moved that the Library follow the pattern set by the existing PWRL Inclement Weather Policy, stating that if the Library Director closes any PWRL location because of the pandemic, employees will be paid for their scheduled hours. Paulette Simecka seconded the motion and the motion carried.
- Judith reported that the Alma Branch Library was closed for an hour on Friday Feb. 21, 2020 so that Library Staff could attend funeral services for Carole Moege. Carole worked as a substitute at the Alma Branch Library from 2004 – 2017. She was a very dedicated person and a big Library supporter. She will be very much missed.
- Staff at all locations have been directed to register for a series of video training sessions purchased by NCKL for member libraries and produced by the Homeless Training Institute. Sessions provide an overview along with tools and strategies for dealing with a wide range of customer service issues. An additional session, scheduled for March 5, 2020, will tackle the subject of “Body Odor: the Most Dreaded Conversation of All.” The training is done at one’s own pace and all staff members should be able to learn new techniques and strategies for handling some common problems.
- Salina Public Library posted today that they were giving away a display shelving piece. They have agreed to give this piece to PWRL. Staff will pick it up on Friday for use at the St. Marys Headquarters Library. Similar pieces of furniture typically retail for around \$1,800 so Judith felt like this was a bargain.
- Judith reported that she has received notification from both Pottawatomie and Wabaunsee County Commissions that Paulette Simecka and Pam Bales have been re-appointed to the PWRL Board of Trustees with a term beginning May 1, 2020 – April 30, 2024. A revised PWRL Board List was distributed reflecting the change.
- Board member Alicia Matson noted that there were several items that the Onaga library would like to add to their location, including a set of children’s chairs, carpet runners, and an external library book drop. Judith said she would investigate the equipment needs for that location.
- UNFINISHED BUSINESS:
- 2020 LIBRARY CALENDAR: A revised 2020 Library Calendar was sent with the February Board Packet for Board member review. Board members were again encouraged to mention any local events not already listed for inclusion.
- E-RATE APPLICATION: PWRL completed the required E-Rate form 470, which describes which online services the Library will need during the next application period from July 2020 – June 2021 in January. All current vendors, except CenturyLink, were helpful in providing the cost and speed information they could provide for the next E-Rate cycle. CenturyLink insisted that PWRL complete a second E-Rate 470 form requesting quotes for speeds ranging from 5 MB to 100 MB. The original form mistakenly listed a request for speeds ranging from 5 GB to 100 GB. Despite this correction CenturyLink has still failed to provide the requested information. Judith said she would continue to pursue them in order to complete the next requirement for participation in the Federal E-Rate Reimbursement Program.
- PUBLIC LIBRARY REPORT: PWRL’s Public Library Report, a requirement for State Aid funding eligibility, was submitted online on February 5, 2020. The report includes information about each location, service hours, FTE staffing levels, salaries, operating expenses, collection size and cost, circulation, attendance, programming, interlibrary loan, computer use and more. Judith shared an

infographic created by the Kansas State Library and based on the information provided by PWRL in their responses in the Public Library Report.

- EVALUATION OF THE DIRECTOR: Alicia Matson moved that the Board go into Executive Session for up to 15 minutes to discuss non-elected personnel in regard to the Director's evaluation with only the Board present. Nina Imthurn seconded the motion and the motion carried. The Board went into executive session at 6:32 p.m. and came out at 6:47 p.m.
- When the Board reconvened, Judith was presented with a copy of the evaluation with the Board's combined comments. She was asked to review the document and will have the opportunity to ask any questions she may have at the meeting next month.
- NEW BUSINESS:
- STATE AID FUNDING: The Library received a letter from the Kansas State Library at the beginning of February stating that PWRL's eligibility for State Grants-in-Aid was denied due to a failure by the funding body to meet the statutory requirement for maintenance of effort. They stated specifically that the total revenues collected by Wabaunsee County had decreased in the current year compared with the previous year triggering the funding denial.
- After extensive talks with the new State Aid Coordinator at the State Library, PWRL has received a waiver allowing the Library to receive State-Grants-in-Aid funding for 2020. Judith has contacted Jennifer Savage, Wabaunsee County Clerk, and explained the situation. Jennifer promised to investigate the issue.
- The library received notification on Feb. 12, 2020 from the Kansas State Library that PWRL would be awarded \$7,598.52 in State Grants-in-Aid Funding. This amount is an increase of \$172.73 or 2.33% over the amount received in 2019. The total percentage of State Grants-in-Aid Funding is still down - 46% or -\$7,537.48 from 2003-2020, but the upward trend is welcome.
- VEHICLE REPLACEMENT CD: The CD intended for replacement of PWRL's 2012 Dodge Grand Caravan will mature on March 22, 2020. The Library depends on the van for transportation during the weekly route that picks up and delivers materials to each location, as well as transporting staff to the mini libraries. The balance of the current CD at the St. Marys Bank of the Flint Hills is \$21,348.66. The current mileage on the van is 140,779 miles. New brakes and tires were purchased for the van in December 2019. \$500 has been budgeted for vehicle replacement in 2020. This is the same amount that has been budgeted for this purpose for a number of years. The interest rate on the current CD is 2.32% for a term of 12 months.
- After discussion, Sandie Jensen moved that the Board approve a new CD for vehicle replacement with a new interest rate of 1.85% APY for a term of 12 months. Pam Bales seconded and the motion carried. Judith noted that bank staff have indicated that if vehicle replacement needed to be done earlier than anticipated the penalty for early withdrawal of the funds from the CD would mean the loss of 6 months interest.
- BOARD MEETING DATES FOR 2020: The next Library Board meeting will be held on Wednesday, March 25, 2020 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 6:58 PM.



Chairman



Secretary