

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, March 31, 2021 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, Alicia Matson, and Judith Cremer, Director. Board member Sandie Jensen was present remotely via Zoom.
- **ADOPTION OF THE MEETING AGENDA:** Paulette Simecka moved that the agenda be approved as amended, with the addition of the Onaga lease agreement renewal under new business. Alicia Matson seconded the motion and the motion carried.
- **APPROVAL OR CORRECTIONS OF MINUTES OF THE FEBRUARY 24, 2021 MEETING:** Pam Bales moved that the minutes be approved as corrected. Nina Imthurn 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 \$6,724.76. Of that amount, \$6,015.01 was allocated to the General Fund and \$709.75 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. Alicia Matson seconded the motion and the motion carried.
- **NCKL REPORT - DIRECTOR:** An NCKL Executive Committee Meeting was held on Thursday, March 25, 2021.
- Manhattan Public Library (MPL) / NCKL are in the process of hiring a Technical Services Consultant to complete a resource sharing review that will include an analysis of all collection management processes. The review is expected to be completed by September 2021. NCKL Member Libraries rely on group purchasing discounts that are negotiated by NCKL. PWRL purchases most regular library materials through Baker & Taylor. The Library is able to take advantage of a standard 40% discount, on most items purchased, because of existing agreements made on our behalf by NCKL.
- NCKL also provides NCKL with an institutional license to OCLC's CatExpress. Access to this tool has allowed PWRL staff to take on most of the processing and cataloging not supplied by our book vendors.
- NCKL Staff also presented a review of grant processes and outlined a new process proposal for 2022. PWRL, as a contracting Library, is not eligible for most NCKL grants, as these funds go back to the NCKL member libraries in the area for which the tax funds for library services were collected. PWRL is eligible for Continuing Education Grants, and has consistently taken advantage of these. Judith will report on any changes to this process.
- The NCKL Plan of Service for 2022 was presented for Executive Board review. The Executive Committee will take action on this, along with the NCKL 2022 Library Budget proposal, at the May 27th Executive Committee Meeting.
- An NCKL Directors' Meeting is scheduled for April 1, 2021, at 10:00 a.m., via Zoom.
- **DIRECTOR'S REPORT:** The form to order 2021 Summer Reading Program T-shirts, designed by Lorelei Wilson, Alma Assistant Branch Librarian, was included with the March Library Board Meeting packet. The design on the t-shirts will be printed by the Alma High School Screen Printing Class. Staff and Board Members were given the opportunity to purchase a t-shirt for \$7.00 each.
- Staff is working out the details for the upcoming 2021 Tails and Tales Summer Reading Program. Judith has consulted with the Pottawatomie County Health Department. They have recommended that all face to face programs be planned to be held outside this year to decrease the chance of Covid-19 infections.

- The movie license that PWRL purchases with a 50% subsidy from NCKL has in previous years required that all movies be shown inside the Library building. This year, due to continuing Covid restrictions, PWRL can request permission to show movies, from a preselected list, to the public outside the Library. We will be investigating how to incorporate this new programming option into the Summer Reading Program activities' schedule.
- PWRL has purchased the Page Turner Animal Adventures 8 week virtual Summer Reading Program. This content will be made available online as part of PWRL's Summer Reading Program. Staff is looking at possibilities of hosting at least some watch parties of the videos, but daytime projection outside is difficult. We may though be able to partner with other local entities which have larger facilities so that participants can spread out enough to make an inside program safer.
- Projectors, outdoor movie screens, and other equipment have been purchased for each branch location, with one extra set for the mini locations to share. Staff at each location is exploring the possibilities for partnerships within their local communities to facilitate video watch parties and movie nights.
- Staff is also working on some video content in house. The schools are still not allowing outside visitors, so Library Staff are unable to complete their regular introduction to Summer Reading programs. Lori Beth Terrell and Lorelei Wilson, at the Alma Branch Library, are putting together a video that can be sent out to the schools. A link will be provided that can be forwarded to student email accounts to tell them all about it!
- Melanie Smith, St. Marys Branch Librarian, has been working on setting up the Beanstack Online Reading Challenge for 2021. Staff is also planning to provide paper log sheets this year to try and encourage more participation.
- The schedule has been set for the Summer Food Program meal times and dates at each location. Catholic Charities will conduct the required annual training session via Zoom to PWRL staff on Friday, May 14th. Library staff can then make appointments with local volunteers to complete their required training during the last two weeks of May. The logistics for the first food delivery and the recruitment of volunteers, at some locations, still needs to be completed.
- PWRL has partnered with the Riley County WIC Office in order to extend their services to more mothers and children in our service area. They have provided the Library with toothbrush kits for both adults and children for each location to distribute. They also donated eight boxes of Lego duck kits to be given out along with their information.
- The Caring Community Foundation has sponsored an initiative to open up the 66549 Westmoreland Zip Code for participation in the Dolly Parton Imagination Library Program. Jeremy Lehning, a teacher at Rock Creek, and his wife are organizing this initiative, which provides local children ages 0-5 with the opportunity to enroll in the program and receive one new book each month in the mail for free. Judith has corresponded with Jeremy and shared the experiences PWRL had when the United Way of the Flint Hills opened participation in the program to the zip codes for Maple Hill, Eskridge, and Harveyville a few years ago. PWRL Staff will do all that we can to help spread the word about the terrific new resource.
- Sallie Force, the PWRL Onaga Branch Librarian, wrote a letter of support to the Citizens' Institute of Rural Design asking for help to upgrade the Open Air Pavilion in Onaga. She suggested that the Pavilion could be a possible venue for showing community movies during PWRL's upcoming Summer Reading Program.
- A news release was sent out to all the Pottawatomie and Wabaunsee County Newspapers introducing the new Flipster Digital Magazine Service.
- Judith received a report from Staff in March about a leak in the ceiling / roof at Onaga. The damage is in the center of the building, around the area where a chimney had previously been located. The leak was caught and equipment beneath it has been covered. No damage was done. Annette Cline, the building owner, has contacted a contractor and has a plan for repairing the roof. Sallie Force, Onaga Branch Librarian, had previously reported that several local middle school age children have been climbing up the back of the building and walking on the roof. This has been reported to both the building owner and

the local police. The building owner has ordered “no trespass” signs and the police will increase patrols to stop what could be a dangerous activity.

- Staff from the City of St. Marys brought in six home mold kits on March 10th and set them up in a variety of locations inside the library and storage shed. They picked them up and sent them for testing on Monday, March 15th. The Library has not yet been informed of any results.
- PWRL has been having problems dealing with the Simplisafe Security Monitoring Company. Sheila McKinzie, PWRL Bookkeeper called the company in December and was given a quote on the cost to renew the annual monitoring service for the Simplisafe Security Systems the Library has at each PWRL location. She inquired about both the amount and the billing address and sent the check for \$2,220.44 on December 15, 2020. In February, agents from Simplisafe began calling and saying the Library’s account was past due. Apparently they lost the check, or it was lost in transit. In March, PWRL voided and put a stop payment on the check and allowed Simplisafe to put the payment on the Library credit card. The company then charged \$3,298.68, \$1078.24 more than was owed. In the process of trying to straighten out this problem, the monitoring service for the PWRL Harveyville Mini Library was apparently cancelled. Simplisafe claims now that there is a hardware issue at that location and they are sending replacement components. They have yet to correct the error they made in billing. Judith will need to go to Harveyville to troubleshoot the system problem. It has not been a good experience.
- PWRL began an inventory of the library materials collection on February 26th. Instructions for Staff at all locations were completed and sent out. Once Staff at each location complete the scanning of a section of the collection, they will notify Colette Goldade, PWRL Collection Manager, and she will run reports on the Verso Online Library Catalog that will flag any problems that need to be resolved, including missing items, items located in the wrong location, and items that have been labeled incorrectly. Staff will also identify any items with condition problems and route them to St. Marys for repair. Progress has been made and several locations have finished scanning all items at their locations. Work on the reports and cleanup is ongoing.
- In March 2020, all items that were marked “withdrawn” in PWRL’s Verso online library catalog were deleted. This year the process has been refined. Prior to deleting the records for withdrawn materials the item’s history will be saved in a spreadsheet. In future this information can be consulted if a question arises about a particular item that has been removed from the collection. This process will now be integrated as a routine part of PWRL’s annual maintenance of the online library catalog collection database.
- PWRL is also in the process of completing a similar maintenance project on the online library catalog patron database. Patrons with account balances prior to December 31, 2015 will be removed from the patron database and their accounts will be deleted. At that point, any lost or missing items can be removed from the collection database. The patron balance information will be retained in a spreadsheet and can be made available if questions occur.
- PWRL was able to secure six large double door cabinets from the Kansas State Surplus for \$100 each. The cabinets are in good condition and this is a significant savings compared with what the items would cost if purchased new. Staff, with the help of some volunteers, were able to pick up the cabinets in Topeka. Four have been installed at St. Marys, one was delivered to Alma, and the final cabinet was taken to Westmoreland. Staff then spent considerable effort to get everything cleaned up and organized to best utilize the new storage space.
- PWRL’s application for eligibility to purchase items from the Federal Surplus facility in Topeka was found to have expired. A new application was completed and accepted so that the Library could retain that eligibility.
- On March 23, 2021, Staff at Alma reported that the Schendel Pest Service, hired by the Alma Area Foundation to do regular inspections at the building housing the PWRL Alma Branch Library, found a bed bug in a glue trap under the Librarian’s desk. This is a significant problem for a Library, since our main business involves loaning books to the public who take them back to their own homes. Bed bugs can be transferred either way during this transaction. Also, since PWRL rotates books between all locations, bugs could be transferred that way. PWRL also participates in the statewide interlibrary loan system so it is conceivable that pests could be brought from libraries across Kansas to our doors. Judith

spoke at length with Ervan Stuewe from the Alma Area Foundation. Schendel recommended a \$900 treatment. Judith suggested that the Bug Hounds, a company located in Wamego, be contacted. This company has dogs that are trained to locate bed bugs, in all stages of life, by their smell. The Alma Area Foundation contracted with the Bug Hounds for an inspection. They were willing to do this on a one time basis, but recommended that the Library Board consider including funds in the Library Budget to pay for regular inspections by the Bug Hounds at all locations in future.

- The Bug Hounds preformed a search of the Alma Branch on March 24th. The expectation was that they would be able to locate the source of any infestation so that area could be targeted for treatment. Thankfully, the dogs did not locate any additional bed bugs, and no treatment by the exterminators is needed.
- The Bug Hounds are now scheduled to come to the PWRL Staff meeting scheduled for Friday, April 2nd. They will bring their dogs and show the Staff how they are trained and how they do their work. They will also bring samples to show Staff what to look for if bed bugs are suspected in the future.
- Judith asked for guidance and including funds in the 2022 Library Budget to pay for future inspections by the Bug Hounds at the Library. The Board, by consensus, agreed that enough for one annual inspection at each location should be added to the 2022 Budget. The company charges \$150 for an inspection so the cost for 8 locations would be \$1,200.00.
- Judith interviewed a candidate on March 11th to fill the Mini Librarian / Route Driver position left vacant when Wendi Rogers left the Library on March 4th. Johna, or Jo, Nehring has been hired to fill that position. Jo was a dental hygienist for many years. She was working as an educator in that field, but Covid restrictions caused the program to be closed. Jo will start on Tuesday, April 6th at Harveyville. Judith will accompany her to each mini location over the next week to get her started in her new role with the Library.
- A classified ad has been placed in the St. Marys Star to advertise the opening for a 30 hour Assistant Branch Librarian at St. Marys. Today, March 31, 2022 is Lorelei Wilson's last day in that position.
- On March 22, 2021, Frances Garcia, the PWRL Processing Clerk, who was out of the Library on an FMLA leave of absence, texted that she has decided to resign from her position.
- That same evening Judith received an email from Shana Schmidt, the Rock Creek English Teacher who works as a Substitute Librarian at the Westmoreland Mini Library on Thursday evening from 4:00pm – 7:00pm. She is also resigning. Her last day will be Thursday, April 1, 2021. This will be a particularly difficult position to fill with only 3 hours available.
- Judith was able to alter the ad that was sent to the Smoke Signal to include a listing of the opening for a 30 hour Processing Clerk at St. Marys and 3 hours per week Substitute Mini Librarian job at the Westmoreland Mini Library. In the meantime, the staffing schedule at St. Marys has been adjusted to cover open hours, particularly on Thursday evenings and Saturday 9am-1:00pm. Melanie Smith, the St. Marys Branch Librarian will cover at Westmoreland. Judith will cover the evening shift on Thursdays at St. Marys. Melanie will cover Saturdays at St. Marys, with some possible rotation of other staff on that day. Fewer staff members equals more stress and challenges for everyone, so hopefully some good candidates will be found to fill the open positions soon.
- Following the February Library Board Meeting Judith talked with Peggy Adams about the possibility of her joining the Library Board when Nina Imthurn's term expires on April 30, 2021. Peggy was excited about the opportunity. Judith wrote a letter recommending Peggy for the open Library Board position to the Wabaunsee County Commission and has since been informed that this appointment was confirmed at the March 21, 2021 Wabaunsee County Commission Meeting. Peggy's term will run from May 1, 2021 – April 30, 2025. Judith has mailed a welcome letter and is in the process of arranging for new signature cards for the Library bank accounts.
- UNFINISHED BUSINESS:
- PANDEMIC ACTION PLAN: Judith told the Board that she had consulted with the Pottawatomie County Health Department and asked for guidance in regards to the continued mask rule at the Library going forward. Their recommendation was that the Board adjust the policy to take into consideration the

positivity rate metrics now being followed by Kansas schools and nursing homes. After much discussion Nina Imthurn moved that the Board amend the mask policy at the Library so that wearing a mask, though still highly recommended, will no longer be required of patrons on entering the Library, The following exceptions to this amendment were included in the motion.

- If a patron or visitor is visibly ill, and/or coughing excessively, they will be asked to delay their visit to the library and offered library services via a no contact curbside pickup.
- If the community positivity rate is 5% or greater, as measured and posted every Monday, Wednesday, and Friday by the Local Health Departments and/or the Kansas Department of Health and Environment, then Library Staff will again be required to enforce a mask rule on all individuals who enter the building.
- All PWRL Staff will continue to be required to wear a mask while working at the Library until further notice.

Pam Bales seconded the motion and the motion carried. Judith told the Board that she would inform the Staff of the change in policy and update the signage for the public at each location.

- **ONLINE DATABASES / LIBRARY WEBSITE:** Judith reported that there has been little time to work on the new PWRL website. She has met several times with NCKL Staff via Zoom to work out a design Plan. LaDonna Clark, the NCKL Technology Trainer, has agreed to start building pages based on the design plan that was chosen. The goal is to have the new website ready to go so that the Beanstack Online Summer Reading Program Challenge and Page Turner Animal Adventure Videos can be embedded into the new homepage.
- **E-RATE APPLICATIONS:** The 471 E-Rate application identifying the online vendors and services that will be used at each PWRL location during the period from July 2021 – June 2022 was submitted online on March 9, 2021. All connections include the static IP address that is needed for remote authentication by many of PWRL’s online database vendors. Because the E-Rate application is submitted well before the services are actually implemented, a 10% increase is automatically figured in to cover any discrepancies in billing that come up later in the funding year. PWRL is eligible to receive up to a 70% reimbursement of the total cost of Internet Services that are actually paid by the Library. The total cost for Internet services at all locations is \$11,953.06. This will amount to a maximum reimbursement of \$8,367.15 that, if approved, will be made available to the Library after July 2022. PWRL will need to continue to budget for the full amount for Online Services because the Library will be billed for these services upfront on a month to month basis. The reimbursement will be received in the subsequent fiscal year and is deposited in the Capital Improvement Fund as previous FY E-Rate Income. Vendors, prices and connection speeds selected at each location are as follow:

| PWRL Location | Vendor | Speed download/upload | Monthly Cost | Yearly Cost |
|---------------|----------------------|--------------------------|--------------|-------------|
| St. Marys | Wamego Telco | 100 mb / 100 mb | \$133.25 | \$1599.00 |
| Alma | Wamego Telco | 100 mb / 25 mb | \$111.95 | \$1343.40 |
| Eskridge | Mercury Broadband | 100 mb / 10 mb | \$139.95 | \$1779.35 |
| Onaga | Blue Valley Telco | 150 mb / 150 mb | \$98.90 | \$1186.80 |
| Alta Vista | TC Telco (TCT) | 50 mb / 10 mb | \$104.95 | \$1259.40 |
| Harveyville | Mercury Broadband | 30 mb / 6 mb | \$99.95 | \$1299.35 |
| Olsburg | Twin Valley | 50 mb / 50 mb | \$74.99 | \$899.88 |
| Westmoreland | Blue Valley Telco | 100 mb / 100 mb | \$78.90 | \$946.80 |

- **STATE AID FUNDING:** PWRL received the 2021 State Aid disbursement, but the funds were apparently delayed. This caused the Library to miss the March payment on the first half of the NCKL Contract. NCKL was notified of the delay and were understanding about the situation. In 2021 PWRL received \$7,554.65 in State Aid Funding. This equals a -.57735% decrease from the previous year, or \$43.87 less than received in 2020. \$4,400 of this amount is earmarked to pay the NCKL Contract. \$3,000 will be allocated to pay the cost of the contract for the Sunflower eLibrary Digital audio and eBook subscription support by the Library. That will leave only \$154.65 for the purchase of new books. In previous years the majority of State Aid went to purchase books. In 2003, PWRL received \$15,136 in State Aid funding. The amount received in 2021 represents an overall decrease during that time span of 43.87%
- **VEHICLE REPLACEMENT CD:** Per the Board's motion at the February Library Board Meeting, a new CD intended to replace the Library van was taken out for a period of 12 months with an interest rate of .50%.
- **NEW BUSINESS:**
- **ONAGA LEASE AGREEMENT RENEWAL:** After discussion, Pam Bales moved to approve the Onaga Lease Renewal as presented. The owner, Annette Cline, has not asked for a rent increase in 2021. The rental amount will remain the same at \$400 per month. Paulette Simecka seconded the motion and the motion carried.
- **2020 ANNUAL REPORT:** Judith noted that Library Staff worked hard to put together the 2020 Annual report. The restrictions that stemmed from the Covid-19 Pandemic had a definite impact on the Library, but the Board and Staff did all that was possible to mitigate the impact on our patrons. New ways of delivering library services were developed and implemented. New content was created and delivered remotely via the Internet. Library Staff made conscious efforts to try and stay connected to our local patrons and often went the extra mile to offer resources and general support to community members. Everyone did their part to keep things running in our little corner of the world.
- There was a natural decrease in patron visits due to the presence of Covid in our communities, but the annual Summer Food Program had such high attendance, that this loss seemed less significant. PWRL, with the help of local volunteers, served a total of 18,202 meals to children in Pottawatomie and Wabaunsee Counties in 2020. This response to the program can only mean that the need was much greater during this very difficult year. The level of participation here kept the numbers for program attendance in line with previous years. The number of recorded computer sessions and reference questions also held steady. After discussion, the Board agreed by consensus to accept the 2020 Annual Report. Judith told the Board that she would get the annual report posted on the Library website and sent to the locations for distribution.
- **2020 LIBRARY AUDIT:** The audit of the PWRL 2020 financial year is scheduled to be completed by Varney & Associates on April 12. Arrangements have been made to conduct the audit electronically through calls and file transfers to avoid any unnecessary travel.
- **2022 LIBRARY BUDGET:** Sheila McKinzie, PWRL Bookkeeper, has begun setting up the forms for the 2022 Library Budget. Judith will be working some days at home so that she can concentrate on completing the annual Budget proposal. She asked for any guidance the Board might have in regard to the Budget process. Judith has already talked with the Wabaunsee County Clerk and has tentatively set the date for the Wabaunsee County Library Budget presentation for May 10, 2021. She queried the Board on who would be available to accompany her to this presentation. Pam Bales agreed to attend this meeting. Judith told the Board she would call and make arrangements for the Pottawatomie County Library Budget presentation soon.

- LIBRARY BOARD / STAFF FUNCTION – MAY 26, 2021 (WED.) @ ST. MARYS: The annual Library Board / Staff Function was previously rescheduled for May 26, 2021 so that the Board could focus on the 2022 Budget at the April Board meeting. After discussion, and based on the Pottawatomie County Health Department’s recommendation that all face to face programming be held outside, the Board decided by consensus to again postpone the Board / Staff Function. They agreed to revisit the possibility of holding the function later in the year.
- BOARD MEETING DATES FOR 2021: The next Library Board meeting will be held on Wednesday, April 28, 2021 at the St. Marys Branch Library and is scheduled to start at 4:45 PM.
- ADJOURNMENT: Pam Bales moved to adjourn the meeting. Paulette Simecka seconded the motion and the motion carried. The meeting was adjourned at 7:40 PM.





Chairman

Secretary