

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, April 28, 2021 at the St. Marys Headquarters Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 4:45 p.m. Nina Imthurn was Secretary. Others present were Board members: Paulette Simecka, Alicia Matson, Judith Cremer, Director, and Pat Weixelman, Pottawatomie County Commissioner. Board member Sandie Jensen was present remotely via telephone.
- ADOPTION OF THE MEETING AGENDA: Pam Bales moved that the agenda be approved as corrected. Paulette Simecka seconded the motion and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE MARCH 31, 2021 MEETING: Paulette Simecka 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
- APPROVAL OF BILLS: After discussion, Sandie Jensen moved that the Board approve and pay the bills as presented. Nina Imthurn seconded the motion and the motion carried.
- NCKL REPORT - DIRECTOR: An NCKL Executive Committee Meeting was held on Thursday, March 25, 2021. The next NCKL Executive Committee Meeting will be held on Thursday, May 27, 2021 via Zoom.
- The next NCKL Directors' Meeting is scheduled for June 3, 2021.
- PWRL has been notified that the iPads that were being purchased for NCKL Member Libraries with surplus CARES Act Funding have been received and will be delivered soon.
- DIRECTOR'S REPORT: The first in person PWRL Staff meeting since 2019 was held on Friday, April 2, 2021. At that meeting, PWRL Staff Members had a presentation by the Bug Hounds. The dogs were very friendly, and it was interesting to see them at work as they searched for bed bugs.
- Judith was notified at the April 2nd Staff meeting that the Onaga Branch Librarian, Sallie Force, is planning to retire from her position soon.
- Jan Brown, the Eskridge Branch Librarian, indicated that she too was considering stepping down from her position. She said she would be talking about this with Judith soon.
- Jo Nehring, the new Mini Librarian / Route Driver started work on April 6, 2021 at Harveyville. Judith traveled with Jo on her weekly route to work at each Mini location. Judith told the Board that Jo was doing a great job and she felt that she would do an outstanding job in her new position. Due to a commitment that was made prior to her hiring, Jo will be out of the Library during the first two weeks of June. Unfortunately this timing coincides with the kickoff of the 2021 Summer Reading / Summer Food Program. Staff from St. Marys has been shifted to cover at the Mini Locations, but this change could add extra stress to an already strained staffing schedule.
- Hannah Jennings, the Substitute Librarian at Onaga, has been hired to step into the Onaga Branch Librarian position on June 1, 2021. Sallie Force will then step down and serve as a Substitute Librarian at Onaga, at least through the end of the 2021 Summer Reading Program.
- Janet Hulinsky, the Onaga Assistant Branch Librarian and Westmoreland Substitute Librarian, will give up her Tuesday-Wednesday schedule at Onaga and move to working a full day on Fridays at that location. At that time, Janet will take over the Thursday evening shift at the Westmoreland Mini Library. This position was left open when Shana Schmidt resigned last month. Melanie Smith, the St. Marys Branch Librarian, had been covering at Westmoreland. She will be very relieved to see this opening filled.

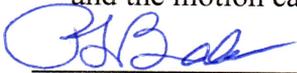
- The possibility that Jan Brown, the Eskridge Branch Librarian, may be thinking of retiring makes it necessary to include some additional hours in the 2022 Library Budget. The hours were reduced for the Branch Librarian position at Eskridge during Jan's tenure because of her unique circumstances. In planning for turnover in the position it is necessary to again budget for 30 hours for the Branch Librarian position at Eskridge, which is considered full time under PWRL's Personnel Policy.
- There are currently two 30 hour positions open at the St. Marys Headquarters Library. These include the full time Assistant Branch Librarian and the Processing Clerk positions. These opening are in addition to the PWRL Assistant Director Position that has been open since Elizabeth Tschetter left the Library two years ago. Judith told the Board that she had two very qualified applicants for Branch and Processing positions, but one refused the interview because the positions lacked health insurance. The other, after much consideration, declined because the pay was too low.
- Judith reported that the Library has been having billing, as well as technical issues, with the Simplisafe Security System installed at all PWRL locations. After jumping through many hoops the company agreed to refund all the amounts paid and waive the charges for 2021. Unfortunately, the Library is still waiting for a charge of \$3,298.68 to be refunded.
- Judith worked at the Harveyville Mini Library on Saturday, April 17. This was the day of the Memorial Picnic for Sheila McKinzie's husband Gene who passed away in November 2019. Sheila and Jo baked a variety of cookies and turnovers and a small bake sale was held at the Library. All the patrons that visited that day also bought some goodies from the bake sale!
- UNFINISHED BUSINESS:
- PANDEMIC ACTION PLAN: After much discussion, Alicia Matson moved that the Board again amend the mask policy at the Library so that the rule for mask wearing, that was approved at the March Library Board meeting, would be extended to include both members of the public and Library Staff. Masks therefore, though still highly recommended, will no longer be required for anyone entering the Library. The following exceptions to this amendment will remain in effect.
 - If any patron, staff member or visitor is sick, they will be asked to delay their visit to the Library. Patrons will be served through no contact curbside service in this case.
 - 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 any person entering a Library building will again be required to wear a mask.
- Paulette Simecka seconded the motion and the motion carried. Judith told the Board that she would inform the Staff at each location about the change in policy.
- E-RATE APPLICATIONS: It was reported at the March Board meeting that the necessary application to participate in the E-Rate reimbursement for online services was submitted within the required time frame. There were several clarifications that needed to be made on the application as it was processed, but PWRL received notification on April 17 that the Library's application had been approved. The funding commitment letter verifies that PWRL is eligible for up to \$8,367.15 or 70% of the estimated costs for Internet services purchased during the July 2021 – June 2022 funding window.
- 2020 LIBRARY AUDIT: The information for the audit of the PWRL 2020 financial year was collected by Varney & Associates on April 12. Arrangements were made to conduct the audit electronically through calls and file transfers to avoid the chance of infection. The auditor notified the Library that audit report is not yet ready for the Board's review.
- 2022 LIBRARY BUDGET: The 2022 PWRL budget proposal includes minor adjustments in various lines based on actual and projected costs. The rationale for each adjustment is explained in detail in the Line Narrative Budget sheets that accompanied the Board budget packet.

- The majority of the increase for 2022 was again recommended for salaries and wages. Because of the relatively low hourly salaries, continuous staff turnover, and great difficulty in recruiting qualified staff, the continued focus on increasing salaries remains at the top of PWRL's priority list.
- Judith presented four (4) proposed options for the 2022 PWRL library budget. Option 1 included a 0% salary increase for Library Staff; Option 2 provided for a 1% salary increase for the Library Staff; Option 3 provided for a 2% salary increase for the Library Staff; and Option 4 provided for a 3% salary increase for the Library Staff.
- After discussion, Pat Weixelman, Pottawatomie County Commissioner, suggested that the Library look into the possibility of adding health insurance benefits for Library employees. He said that he would follow up with the Pottawatomie County Administrator to see what options are available. Judith noted that the lack of health insurance for Library employees is the number one reason that qualified candidates decline offers to work for the Library.
- After more discussion, Pam Bales moved that the Board approve the 2022 PWRL Library Budget, providing for a 1% salary increase for Library Staff, and allowing the transfer from the Capital Improvement Fund to the General Fund the amount necessary to fund a total 2% increase in Staff salaries for the 2022 Library Budget. The approved 2022 Library Budget includes a General Fund of \$548,429.00 and an Employee Benefit Fund of \$64,279.00 for a total of \$612,708.00, representing a 4.77% increase. Nina Imthurn seconded the motion and the motion carried.
- NOTE: PWRL has not yet received certified valuation from the Pottawatomie and Wabaunsee County Clerks. The population statistics used for preparing the 2022 budget have not yet been released by the Kansas Division of the Budget. Once those figures are available, it will be possible to figure the apportionment of the 2022 Library Budget between the two counties based on 50% population and 50% valuation in each county. The Tax Fund Data sheet provided for the Board with the proposed 2022 PWRL Budget Packet used valuation and population numbers for figuring the 2021 budget. The apportionment shown on this sheet will change when the certified numbers for figuring 2022 budgets are released.
- The 2022 Library Budget presentation for Pottawatomie County is scheduled for May 3 at 10:00 a.m. The presentation for the Wabaunsee County Commission is scheduled for May 10 at 10:00 a.m. Due to continued concerns stemming from the Covid-19 Pandemic, both County Commission meetings will be allowing both in person and video participation via Zoom. Judith will attend the Pottawatomie County meeting in person and Paulette Simecka will accompany her. Judith will also attend the Wabaunsee County meeting in person, and Sandie Jensen will join her.

- NEW BUSINESS:
- LEASE RENEWAL – ST. MARYS: A letter was sent to the City of St. Marys on March 14, 2021 stating that the Library was notifying the City that the Library wishes to exercise the option, as stated in the current lease, to renew the lease on the building housing the St. Marys Headquarters Library. The letter also asked about the proposed rent amount for 2022 as a part of the 2022 Budget process. The St. Marys City Clerk subsequently notified the Library that the City Council had met and agreed that they would not request a rent increase for 2022. They took no action at this time on the lease agreement renewal. Judith will follow up with the City on this matter later this year.
- The St. Marys City Clerk also notified the Library that the results of the mold test done at the St. Marys Headquarters Library had been received. She sent copies of the test results for the PWRL Board to review. The test results did not indicate that there was any specific area of concern discovered through this process.

- CIF TRANSFER: LIBRARY MATERIALS: After discussion, Pam Bales moved that the Board allow the transfer of \$30,000 from the CIF to the General Fund for the purchase of library materials. Paulette Simecka seconded the motion and the motion carried.

- TAILS & TALES -2021 SUMMER READING / SUMMER FOOD PROGRAM: All locations have been working on plans for the upcoming Summer Reading / Summer Food Program. Based on recommendations from the Pottawatomie County Health Department, all programming will be socially distanced and face to face programs will be held primarily outdoors. PWRL will continue to offer some online programming options. Zoobean’s Beanstack online registration and reading challenge management software will again be used to manage the Summer Reading Program.
- PWRL has purchased an eight week online summer Library program video series using a memorial donation in honor of Janet Hafenstine. New content from the Page Turner Animal Adventures group will be made available five days per week throughout the eight week series.
- PWRL will again be partnering with Catholic Charities of Northeast Kansas for a Summer Food Program that will be held, along with the annual Summer Reading Program, during June and July. A Federal waiver signed to help combat the complications created by the Covid-19 Pandemic will again allow families to take up to five meals, with milk, for each child in a single pickup. Staff will learn more about logistics and deliveries at the scheduled training on May 14, 2021.
- BOARD MEMBER POSITIONS – SIGNATURE CARDS: New signature cards for the Library bank accounts at the St. Marys Bank of the Flint Hills and the Westmoreland Farmers State Bank are needed each time there is a change in the Library Board membership. Bank signature cards for all PWRL accounts were distributed and signed. Judith had previously made other arrangements to obtain the signatures of any who were not present at the April Board Meeting.
- Nina Imthurn has completed her first full term on the Library Board. She will be going off the Library Board following the April Board Meeting. The Board expressed their gratitude to Nina for the excellent service she gave during her time on the Board. Peggy Adams has been appointed by the Wabaunsee County Commission to fill Library Board Member Position 5 for the Maple Hill area. Peggy’s term on the Board will begin on May 1, 2021 with an expiration date of April 30, 2025.
- RESOLUTION ON INCREASE – 2022 LIBRARY BUDGET: After discussion Pam Bales moved that the Board approve the resolution on increase for the 2022 Library Budget and allow the appropriate officers to sign. Paulette Simecka seconded the motion and the motion carried.
- BOARD MEETING DATES FOR 2021: The next Library Board meeting will be held on Wednesday, May 26, 2021 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 8:06 PM.



Chairman



Secretary