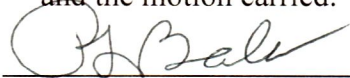


- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, April 29, 2020 at the St. Marys Headquarters Library.
- **CALL TO ORDER:** Chairman Pam Bales called the meeting to order at 5:04 p.m. Nina Imthurn was Secretary. Others present were Board member Paulette Simecka and Judith Cremer, Director. Alicia Matson and Sandie Jensen were present remotely via telephone. Pat Weixelman, Pottawatomie County Commissioner joined the meeting at 5:30 p.m.
- **ADOPTION OF THE MEETING AGENDA:** Lease renewals at Alma, Onaga, and St. Marys and the NCKL Contract renewal for 2021 were added under New Business. Paulette Simecka moved that the agenda be approved as amended. Pam Bales seconded the motion and the motion carried.
- **APPROVAL OR CORRECTIONS OF MINUTES OF THE March 25, 2020 MEETING:** Pam Bales moved that the minutes be approved as presented. Paulette Simecka seconded the motion and the motion carried.
- **CORRESPONDENCE AND COMMUNICATION:** A letter was received from the Pottawatomie County Administrator asking that the 2021 Library Budget be submitted on or before May 15, 2020.
- **REPORT OF TREASURER:** Paulette Simecka, Board Treasurer, reported the Library received ad valorem funds from Wabaunsee County in the amount of \$2,486.35. Of that amount \$2,230.37 was allocated to the General Fund and \$255.98 was allocated to the Employee Benefits Fund.
- **APPROVAL OF BILLS:** After discussion, Nina Imthurn moved that the Board approve and pay the bills as presented. Paulette Simecka seconded the motion and the motion carried.
- **NCKL REPORT - DIRECTOR:** NCKL Executive Committee Meeting was held via Zoom on April 9. NCKL announced there would be no increase to contracting counties for the 2021 contract renewal. The cost for PWRL will remain at \$4,400, equal to \$1,300 base fee and \$3,100 rotating books fee.
- NCKL Directors meeting scheduled for Friday, May 1, via Zoom. Protocols for re-opening the library following the shutdown for the Covid-19 Pandemic will be the main topic for discussion.
- **DIRECTOR'S REPORT:** Judith reported that it had been a very busy and stressful month for everyone. She told the Board that Staff has been doing everything possible to keep the Library a connected and supportive part of our communities. She noted that she would share more as they moved through the agenda.
- **UNFINISHED BUSINESS:**
- **E-RATE APPLICATION:** The E-Rate 471 form signaling an organization's intention to participate in the upcoming fiscal year was filed prior to the extended deadline. Information on the cost and availability of internet service for Alta Vista, Eskridge, and Harveyville was never fully received from CenturyLink, so the application was completed based on existing information. If approved, PWRL will be reimbursed for 70% of the cost for Internet services paid during the period of July 1, 2020 – June 30, 2021, equaling an estimated \$5,927.12.
- **PANDEMIC ACTION PLAN:** PWRL Staff Members have been working from home since the shutdown, contacting patrons and logging each interaction. The Library no-contact takeout service started the week of April 6, as soon as PWRL received the Essential Function Designation authorizing the service. Based on advice from both the Library and Healthcare communities, and barring further restrictions at the State or Local levels, Judith recommended the following schedule for re-opening PWRL's eight library locations.

- During the Week of May 4 – PWRL Staff Members will continue calls and e-mails to patrons to schedule and fill orders for curbside no-contact pickups. Judith will work to get technology in place to support an online meeting between Administrative Staff, Branch Staff, and Catholic Charities for a mandatory training session necessary to allow participation in the upcoming Summer Food Program.
- During the Week of May 11 – All full time and some part time Staff will be asked to return to the Library. Staff will be asked to work on deep cleaning of the facility and other set up necessary to allow members of the public to return to the buildings. Staff will also continue contacting patrons and maintaining the no-contact pickup service. Patrons will begin to be allowed to return borrowed items and specific quarantine procedures will be implemented at all locations. Preparation for a more virtual Summer Reading Program will also be done.
- During the Week of May 18 – PWRL will re-open to the public with certain restrictions and sanitary protocols in place. Service hours will return to normal as much as possible, but local circumstances may require adjustments in places. Statewide Interlibrary Loan is scheduled to open this week. PWRL Staff will work with the full Library community to get the service back up and running with necessary safety measures in place.
- After discussion, the Board agreed by consensus to follow the re-open schedule as it was presented.
- 2019 LIBRARY AUDIT: PWRL's required annual audit was completed by Varney and Associates on April 6. All requested information was sent electronically prior to the audit day to help streamline the process as much as possible. The auditor noted that there were no inaccuracies or areas of concern, and indicated that the Library had a clean audit. Judith offered Board members official copies of the audit letter and audit report. After discussion, Pam Bales moved that the Board accept the 2019 Library Audit as presented. Paulette Simecka seconded the motion and the motion carried.
- 2021 LIBRARY BUDGET: The 2021 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 2021 was 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 2021 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; Option 4 provided for a 3% salary increase for the Library Staff.
- After extensive discussion, Pam Bales moved that the Board approve the 2021 PWRL Library Budget proposal, allowing for a 1% salary increase for Library Staff, and allow 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 2021 Budget Year. The approved 2021 Library Budget includes a General Fund of \$523,176.00 and an Employee Benefit Fund of \$61,628.00 for a total of \$584,804.00, representing a 1.68% increase. Nina Imthurn seconded the motion and the motion carried.
- NOTE: PWRL has not yet received certified valuation from both Pottawatomie and Wabaunsee County Clerks. The population statistics used for preparing the 2021 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 2021 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 2021 PWRL Budget Packet used valuation and population numbers for figuring the 2020 budget. The apportionment shown on this sheet will change when the certified numbers for figuring 2021 budgets are released.
- The Wabaunsee County 2021 Library Budget presentation is scheduled for May 18 at 10:00 a.m. Due to the pandemic, they will allow one person to attend face to face. Others may join the meeting via Zoom. Information for connecting to the meeting will be sent out one week prior to the meeting date.

- NEW BUSINESS:
- LEASE RENEWAL AT ALMA, ONAGA, AND ST. MARYS: In preparation for the 2021 budget process, leases for the buildings housing the Alma, Onaga, and St. Marys Branch Libraries were all negotiated.
- After discussion, Pam Bales moved to approve a ten year renewal on the lease for the building housing the PWRL Alma Branch Library. The lease term for this location runs from Sept. 1, 2021 – Aug. 31, 2031. The Alma Area Foundation has asked for a 3% rent increase in the fourth and eight years of the renewal period. The rental amount will remain at the current rate \$553.79 per month for 2021-2022. Alicia Matson seconded the motion and the motion carried.
- After discussion, Pam Bales moved to approve 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. Alicia Matson seconded the motion and the motion passed.
- ST. MARYS LEASE: The lease for the building housing the St. Marys Headquarters Library was finalized by the St. Marys City Council on April 21. The proposal for 2021 asked for a \$50 per month increase, equaling a new rent amount of \$600/month. After discussion Pam Bales moved to approve the lease and allow the appropriate officers to sign. Alicia Matson seconded the motion and the motion carried.
- NCKL 2021 CONTRACT RENEWAL: The cost for the 2021 NCKL Contract will remain unchanged at \$4,400. Judith emphasized the critical support that NCKL provides to the Library. After discussion, Pam Bales moved to accept the 2021 NCKL contract as presented and allow appropriate officers to sign. Paulette Simecka seconded the motion and the motion carried.
- IMAGINE YOUR STORY – 2020 SUMMER READING PROGRAM: All locations have been working on plans to adapt to at least a partial online format for the upcoming Summer Reading Program. Judith has been working on setting up the new Zoobean's Beanstack online registration and reading challenge management software. It should, hopefully, be ready by the middle of May. Each location will be contacting their local school district and attempting to cooperate to get kids registered for their Summer Reading Challenge before they are released from online school.
- Judith reported that she had set up a PottWab Regional Library YouTube Channel and Library Staff will be creating content to support a virtual Summer Reading Program.
- Judith has been working with Catholic Charities to structure the Summer Food Program that will be held along with the annual Summer Reading Program. Catholic Charities has a waiver through the end of June to allow families to take up to five days of lunches, with milk, for each child in a single pickup. Staff will learn more about logistics and deliveries at the scheduled training on May 8.
- RESOLUTION ON INCREASE: After discussion Pam Bales moved that the Board approve the resolution on increase for the 2021 Library Budget and allow the appropriate officers to sign. Sandie Jensen seconded the motion and the motion carried.
- BOARD MEETING DATES FOR 2020: The next Library Board meeting will be held on Wednesday, May 27, 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 6:30 PM.



Chairman



Secretary