

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, May 27, 2020 at the St. Marys Headquarters Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:30 p.m. Paulette Simecka was Secretary. Judith Cremer, Director, was also present. Alicia Matson and Sandie Jensen were present remotely via telephone.
- ADOPTION OF THE MEETING AGENDA: Sandie Jensen moved that the agenda be approved as presented. Pam Bales seconded the motion and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE APRIL 29, 2020 MEETING: Alicia Matson moved that the minutes be approved as corrected. Sandie Jensen seconded the motion and the motion carried.
- CORRESPONDENCE AND COMMUNICATION: None
- REPORT OF TREASURER: None
- APPROVAL OF BILLS: After discussion, Pam Bales moved that the Board approve and pay the bills as presented. Sandie Jensen seconded the motion and the motion carried.
- NCKL REPORT - DIRECTOR: An NCKL Executive Committee Meeting is scheduled for Thursday, May 28, 2020 via Zoom. Items on the Agenda for this meeting are the 2021 NCKL System Plan and Goals, the NCKL 2021 Budget, and the 2019 NCKL Audit Report.
- On May 15, NCKL staff delivered six gallons of hand sanitizer they acquired from a Kansas distillery, plus eight boxes of latex gloves.
- NCKL Member Libraries were notified that the NCKL rotations would be starting again as a no-contact pickup and delivery service. NCKL staff has delivered boxes or bags to each PWRL branch location. Staff will process and pack the NCKL materials. When the NCKL delivery van returns they will set the material outside the library for pickup. NCKL rotation book delivery will be accomplished the same way in reverse. A revised delivery calendar has been distributed to reflect a reduction to two delivery stops per day to accommodate the new restrictions due to the pandemic.
- DIRECTOR'S REPORT: Judith reported that it had been another stressful month for everyone. She told the Board that Staff has continued to do everything possible to keep the Library a connected and supportive part of our communities.
- Judith updated the Board on staff members who had suffered the death of a loved one over the past few months. Janet Hulinsky, Onaga Assistant Branch Librarian and Westmoreland Substitute lost her father. Lori Beth Terrell, Alma Branch Librarian, also lost her father. Deborah Eichen, St. Marys processing clerk, lost her brother-in-law. Memorial contributions from the Library Board and Staff were sent to the families using funds from the PWRL flower fund. It was noted that any donations to this fund would be greatly appreciated.
- Judith reported that the library had applied for and received two grants to help support the new more virtual Summer Reading Program this year. PWRL was awarded \$1,100 from the Jere F. Miller Charitable Trust Grant to cover the cost of the Beanstack online reading challenge management software that will allow online registration and tracking of each patrons Summer Reading Logs, and Activity Badges.
- PWRL also received a \$1,000 grant from KLA funded by the Kansas Health Foundation. The grant is to be used to fund technology (hardware, software, apps) and marketing for the Summer Reading Program. This will cover the cost of the purchase of web cams at each location that staff can use to film content for PWRLs YouTube channel to support the Summer Reading Program. Funds to purchase licenses for Zoom and the Canva online desktop publishing application can also be paid for by this grant.

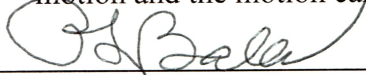
- UNFINISHED BUSINESS:
- PANDEMIC ACTION PLAN: Judith reported that PWRL followed the steps outlined at the April 29 Board meeting to work toward reopening the library following the shutdown caused by the Covid-19 Pandemic.
- During the Week of May 4 – PWRL Staff Members continued calls and e-mails to patrons to schedule and fill orders for curbside no-contact pickups. Judith worked 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 were asked to return to the Library. Staff worked on deep cleaning of the facility and other set up necessary to allow members of the public to return to the buildings. Staff also continued contacting patrons and maintaining the no-contact pickup service. Patrons were allowed to begin returning borrowed items and specific procedures for a 72 hour quarantine on all returned materials was implemented at all locations. Additional supplies were ordered and installed, including sneeze guards at branch locations; a curtain to separate staff areas at St. Marys; and plastic covers for keyboards at all locations. Jan Brown, Eskridge Branch Librarian, donated more than 150 cloth masks for staff and patrons. Lori Beth Terrell, Alma Branch Librarian, also donated cloth masks that she had sewn for staff and patrons. Preparation for a more virtual Summer Reading Program was also done.
- During the Week of May 18 – PWRL reopened to the public with certain restrictions and sanitary protocols in place. The number of patrons allowed was based on the size of the building with no more than 10 at the branches and 1 or a small family unit at the Mini Libraries. Service hours returned to normal, but curbside pickup is still encouraged during regular business hours for those who prefer that service. Statewide Interlibrary Loan reopened this week, but only for returns. New requests are still not allowed. News releases about the reopening were sent out and posted on the PWRL website. The information was also posted to the Library Facebook page.
- There was some pushback at St. Marys from patrons who refused to wear masks. Staff had been instructed to not argue with patrons on this subject. The situation will be monitored as we attempt to keep a balance between safety and practicality.
- Judith noted that now that management of the regulations related to the pandemic have reverted back to the counties she will continue to monitor developments and adjust procedures at the library as necessary based on the advice of the local health authorities.
- 2021 LIBRARY BUDGET: Judith distributed copies of the 2021 Library Budget approved at the April 29, 2020 Board meeting. The approved budget includes a 1% salary increase for Staff and allows a transfer of up to \$4,310 from the Capital Improvement Fund to the General Fund to equal a total 2% increase in salary for Staff. The variance in funding between the 2020 and the 2021 Library Budget is a total of \$9,403, amounting to a 1.68% increase. The Capital Improvement Fund budget sheet was adjusted to include the \$4,310 expense for salaries in 2021, estimating an ending balance of \$98,717.44 for the Capital Improvement Fund.
- Judith reported that she had presented the 2021 Library Budget to the Wabaunsee County Commission on Monday, May 18. Pam Bales and Sandie Jensen also attended the meeting via Zoom. The presentation of the 2021 Library Budget to the Pottawatomie County Commission is scheduled for Monday, June 8, 2020 at 10:00 a.m. They will allow one person face-to-face and others may attend via zoom. Judith will go to present the budget. Pam Bales, Sandie Jensen, and Paulette Simecka will attend via Zoom.
- 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. A news release was sent out on Friday, May 22 explaining the new Beanstack Online Summer Reading Registration and Tracking software. Each of the seven school districts within PWRL's legal service area were contacted and asked to e-mail information packets, including Summer Reading and Summer Food

Program flyers and instructions for using the Beanstack online Summer Reading Challenge Software. The information was also posted to PWRL's website and Facebook pages.


- Beanstack has been set up with two Summer Reading Challenges. One challenge for children 0-18, and one challenge for adults 19+. Children receive a registration prize, a prize for every four hours of reading up to 12 hours, and a prize for completing an activity badge in weeks 2, 4, and 6. Adults receive a prize for 12 hours of reading, and are encouraged to participate and earn activity and review badges as well. If the patron registered with an email address they will receive an email each time they earn a prize letting them know that it has been added to the treasure chest. They can redeem their prizes individually, or wait for the end of Summer Reading Celebration.
- Every badge earned gives the patron an additional entry into the adult and children End of Summer Reading Prize Drawing. Activity badges direct readers to PWRL's YouTube channel where they can view content recorded by Staff. A series of short videos is planned that will show a variety of local heroes who will describe their jobs and share a story.
- PWRL now has a Pro Zoom license. Staff can set up zoom sessions with readers for book discussions or other online programs. A Zoom Bingo Party is being planned for the end of Summer Reading at Alma.
- Plans for the Summer Food Program have moved forward. Most locations will not offer other library services during the lunch period so that Staff can work with volunteers and focus on that job. Catholic Charities has a waiver from the USDA that will allow PWRL to offer every child 18 and younger five meals with milk in a single curbside pickup. Staff at each location is also preparing craft packets and activity sheets that they can pass to children along with their lunches. Information on how to register for the Beanstack online Summer Reading Challenge will also be given. Children will be encouraged to visit the Library individually, rather than in a group, to checkout reading materials.
- St. Marys is planning a series of instructional videos that demonstrate how to complete the planned craft activity being distributed at that location.
- A series of 3 videos explaining the science of shadow puppets and how to make and perform shadow puppet shows is being considered for purchase. This content can be added to Beanstack and viewing the videos and responding to it will earn readers another activity badge.
- The Library received a \$600 grant from Judy Thomas through a donation from Wells Fargo. The funds are to go toward the support of the Summer Reading Program at Eskridge and Harveyville. A collection of new paperback books was purchased with the grant money to be given to children participating in the program at those locations with these funds.

#### NEW BUSINESS:

- BOARD MEMBER POSITIONS – ELECTION OF OFFICERS: Alicia Matson moved that the Board approve the following slate of officers for 2020-2021: Chair - Pam Bales; Vice-Chair - Sandie Jensen; Secretary – Nina Imthurn; and Treasurer – Paulette Simecka. Pam Bales seconded the motion and the motion carried.
- BOARD MEETING DATES FOR 2020: The next Library Board meeting will be held on Thursday, June 25, 2020 at the St. Marys Branch Library and is scheduled to start at 5:30 PM.
- The Board agreed by consensus to suspend plans for the regular summer travel to different PWRL locations for Board Meetings in June and July. This measure will lessen the risk of spreading the Covid-19 virus while carpooling to remote locations. The meetings will instead be held at the St. Marys Headquarter Library.
- ADJOURNMENT: Paulette Simecka moved to adjourn the meeting. Sandie Jensen seconded the motion and the motion carried. The meeting was adjourned at 6:32 PM.



Chairman



Secretary