

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was scheduled for Wednesday, July 27, 2022 at the PWRL Alma Branch Library. The Board met at the Library at 5:30 p.m. to inspect the damage sustained by the building when the sheetrock ceiling fell on July 22, 2022. Those present were Board Members: Pam Bales, Paulette Simecka, Peggy Adams, Joan Johnson; Pat Weixelman, Pottawatomie County Commissioner; Judith Cremer, Director, Rain Schultz-Pruner, Assistant Director, and Lori Beth Terrell, PWRL Alma Branch Librarian.
- Following the inspection of the Library the July meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was moved to Chairman Pam Bales' house in Alma, Kansas.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:54 p.m. Paulette Simecka was Treasurer. Peggy Adams was Secretary. Others present were Board Member: Joan Johnson; Judith Cremer, Director, Rain Schultz-Pruner, Assistant Director, and Lori Beth Terrell, PWRL Alma Branch Librarian.
- ADOPTION OF THE MEETING AGENDA: Pam Bales moved to approve the meeting agenda with the addition of a discussion of the damages done to the building and contents at the PWRL Alma Branch Library. Peggy seconded the motion and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE JUNE 29, 2022 MEETING: Pam Bales moved that the minutes be approved as presented. Paulette Simecka 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 Pottawatomie County in the amount of \$219,000. Of that amount, \$195,000 was allocated to the General Fund and \$24,000 was allocated to the Employee Benefits Fund.
- APPROVAL OF BILLS: Pam Bales moved that the Board approve and pay the bills as presented. Paulette Simecka seconded the motion, and the motion carried.
- NCKL REP REPORT: Judith reported that NCKL would have their annual meeting on August 25, at which time they will approve the NCKL 2023 Budget. NCKL was able to add an additional \$80,000 to fund a competitive grant opportunity for contracting NCKL Member Libraries. They also added \$45,000 for a new digital resources grant. It was noted that higher valuations in contracting counties allowed for this increase.

- Judith notified NCKL of the situation following the ceiling collapse at the Alma Library. Duane Mayer, NCKL Tech Consultant, and Clint Caster, the NCKL Rotating Books Delivery Driver, came to Alma shortly after the initial collapse on July 22nd. They brought several book carts, 5 heavy duty rolling carts, and 2 carts full of plastic totes and crates. These items were loaned to PWRL to assist in our recovery efforts.
- Dawn Krause, NCKL Assistant Director, and Sandy Williams, NCKL Youth Consultant, came to Alma on Monday, July 25th to help with planning and organizing. They were both available by email throughout the process to offer expert advice.
- DIRECTOR'S REPORT: Judith told the Board that she interviewed Lester Jennings on Wednesday, July 13th for a Substitute position at the Onaga Branch Librarian. Lester is the brother of Hannah Harper, the Onaga Branch Librarian. Hannah is due to go out on six weeks of maternity leave in mid-August. Lester would be willing to work at the Onaga Library in Hannah's absence. The PWRL Library Personnel Policy specifies that members of the immediate family – mother, father, brother, sister, spouse, child, grandchild, or one living in the same household of a PWRL Library Board of Trustees Member or of current PWRL employee are not eligible for employment at the Library. The Board though is able to make specific exceptions to this policy, and has done so at least once before.
- After discussion Peggy Adams moved that the Board make an exception to the PWRL eligibility for employment policy in the case of Lester Jennings, and allow him to be hired by the Library. Joan Johnson seconded the motion and the motion carried.
- UNFINISHED BUSINESS:
- 2023 LIBRARY BUDGET: The Kansas Division for the Budget released the Kansas certified population figures used for the preparation of 2023 budgets on July 1, 2022. The final tax data sheet for the PWRL 2023 Library Budget was updated and sent to both Pottawatomie and Wabaunsee County Clerks on the same day. Pottawatomie County has scheduled the Pottawatomie County Budget Hearing and the required Revenue Neutral Rate Hearing for Monday, August 22nd, at 10 a.m.
- Judith contacted Heather Gladbach, the Pottawatomie County Finance Officer today about the Revenue Neutral Rate Hearing meeting. She was told that representatives from the Board were welcome to attend, but it was not required. After discussion the Board agreed that representative from the Library would not attend the hearing this year unless something changed and we were told that we were needed.
- OCEANS OF POSSIBILITIES – 2023 SUMMER READING/SUMMER FOOD PROGRAM: PWRL is currently in the final week of the 2023 Summer Reading / Summer Food Program. End of Summer Reading Parties have been planned at most locations.

- The final Summer Food Program lunch distribution at the PWRL Alma Branch Library scheduled for July 26th had to be cancelled due to the damage sustained in the ceiling collapse.
- Eskridge, St. Marys, and Westmoreland have been approved to offer an additional two weeks of Summer Food distributions. These locations were chosen because they consistently served a high volume of meals throughout the regular program dates. The end date for Summer Food distribution is set to coincide with the local public schools start date.
- PWRL has to date served 16,595 meals to children in Pottawatomie and Wabaunsee County this year, with three sites yet to report this week.
- The Westmoreland Car Show event was held on Saturday, July 23rd. The PWRL Mini Library is regularly open from 9 a.m. – 2 p.m. every Saturday. Shelby Curry, PWRL Mini Librarian / Route Driver and Janet Hulinsky, the Onaga Assistant Branch Librarian and Westmoreland Substitute Librarian, worked together to provide local children a good time at the Library that day. A beanbag toss game, cotton candy, popsicles, and free prize books were features. More than 100 people of all ages visited the library during the event and enjoyed games and treats. The Westmoreland Newspaper featured the Summer Reading Activities at the PWRL Westmoreland Mini Library in several news articles. That promotion, and the fact that the bouncy houses were located directly in front of the Library, helped make this event a great success.
- Library Staff were scheduled to participate in the Wabaunsee County Fair Parade. Unfortunately, the parade was on Saturday, July 23rd, and our staff was just too worn out after cleanup and recovery efforts at the Alma Branch Library on July 22<sup>nd</sup> to be able to participate.
- NEW BUSINESS:
- CEILING COLLAPSE & RECOVERY EFFORTS AT THE PWRL ALMA BRANCH LIBRARY: On Friday, July 22, 2022, Lori Beth Terrell, the PWRL Alma Branch Librarian, texted Judith pictures of the drop ceiling at the Alma Branch Library. There were cracks in the walls and the drop ceiling was sagging badly. Judith asked that Lori Beth contact Ervan Stuewe who represents the Alma Area Foundation, the building's owner. Ervan sent over contractors from S&S Contracting to look at the damage. They told Lori Beth to close the Library to the public, but said it was safe for staff to start working on moving and covering the buildings contents. Judith traveled to Alma, and arranged for four other staff members from St. Marys to meet her there. As staff members were in the process of getting organized the sheetrock ceiling above the drop ceiling fell. Staff called the contractors back and got approval to begin to cautiously work to cover as much of the buildings contents as possible with tarps. Staff from NCKL were consulted and they brought book carts and plastic tote boxes to help with recovery efforts. The plan at that

point was for the contractors to use plastic to wrap the book shelves to protect the books so they could be left intact. They would then work around them on necessary repairs.

- Unfortunately additional sections of the sheetrock ceiling fell down over the staff area during the weekend. The contractors decided that all contents would need to be removed from the property. They worked to secure the remaining sheetrock ceiling to make the area safer for staff to work. The contractors began removing debris and shoveling out the large piles of insulation that had settled over everything. Judith pulled out all the computers and electronic equipment to be taken back to St. Marys for cleaning. Colette Goldade, PWRL Collection Manager, and Lori Beth Terrell worked to rescue and box other materials. A Service Masters representative was onsite working with the contractors. They provided 200 medium sized cardboard boxes in preparation for boxing and moving the collection. Service Masters also provided dehumidifiers and a large vacuum that made removing the insulation much easier.
- On Tuesday, July 26th, five PWRL Staff Members, ten local volunteers, and some members of the contractor's crew worked to box and remove the almost 19,000 items in the PWRL Alma Branch Library materials collection. Service Masters responded to an emergency call and delivered 500 additional boxes from their Topeka location. Space was secured at the Alma Fire Station next door to the Library to store all the furniture and supplies. The library materials were removed to storage in the basement of the Alma Community Center where climate and temperature control is available. The collection was roughly packed by category and stacked in rows three boxes high at the Community Center. There was not any way to evaluate or clean any of the materials at that time. The Chromebooks and hotspots, and any other remaining equipment, was also moved to the Community Center.
- The building itself was insured by the Alma Area Foundation. Their insurance adjuster has been onsite before any debris was removed. Their claim stated that the sheetrock ceiling collapsed without a clearly identified cause. The foundation has been told that their loss will be covered, and they have instructed S&S Contracting to move forward with repairs. The contractor crew began dismantling the steel library shelving today and will be removing it from the building before proceeding further.
- PWRL has coverage of up to \$3 million dollars on the buildings contents. That includes all materials in the collection, furniture, and equipment. The Library's claim was not submitted until Monday morning and Judith was not able to speak with a Hartford agent until late yesterday. They have asked that the contractors submit a report listing the cause of the collapse. Paul Schutter of S&S Contracting has agreed to communicate with Hartford on this question.
- The timeline for completion of repairs varies, but it will probably take at least a month for the contractors to finish necessary work. It could well take an additional month to

clean, replace, and return all the contents to the building. In the meantime Lori Beth will be working out of the PWRL Alta Vista Mini Library. In the next week Library Staff will put together on a plan to provide interim library services to patrons in the Alma Community. Judith posted updates about the ceiling collapse at the Library on PWRL's Facebook Page. Posts were also shared to many of the local community Facebook pages to alert patrons of the situation. She also gave permission to a reporter from KSNT to use the posted information for a news story that was subsequently broadcast on the KSNT TV station.

- PWRL's Online Library Catalog allowed a report to be run that itemizes the contents of the full materials collection that was housed at the PWRL Alma Branch Library. The list price of the materials collection is valued at \$405,533.63. The equipment inventory shows equipment valued at \$34,202.93 at the Alma location. This amount reflects the original purchase price, rather than the replacement cost, of the listed items. Pictures of the collapse and recovery efforts were shared with the Library Board Members.
- REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL: As was mentioned in the July Director's report that was included with the monthly Board Packet, there was a challenge to the book "George" by Alex Gino. The patron with the concern initially met with the Assistant Director. Subsequently he called and scheduled a meeting with the Director to further discuss the matter. Judith shared PWRL's collection development and challenged material policy with the patron when she met with him at the PWRL St. Marys Headquarters on July 19th.
- The purchase of this book which was listed on the William Allen White Master List in 2017-2018 for grades 3-5 and is clearly supported by PWRL's collection development policy. This fact, along with many other considerations, were discussed at length with the patron. PWRL's policy for challenged material requires multiple steps to evaluate questioned materials. That process though does not begin until a patron completes and returns a formal Request for Reconsideration of Library Material Form. A copy of the policy, and the required form, were provided to the patron. The patron has not yet completed and submitted this form. Until the form is submitted, no farther action will be taken.
- E-RATE & INTERNET CHANGES: Judith updated the Board on the progress for filing annual E-Rate applications. The E-rate form 486 will be submitted to signal the start of the e-rate fiscal year that runs from July 1, 2022 – June 30, 2023. As soon as all planned changes are implemented, this will be done.
- Changes to the Internet connection speeds at the five locations have been made as follow:

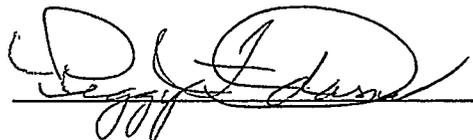
PWRL Location	Service Provider	Date of Change	Previous Speed	New Speed
St. Marys	Wamego Telco	July 15, 2022	100 mb x 100 mb	500 mb x 500 mb
Alma	Wamego Telco	July 15, 2022	100 mb x 25 mb	200 mb x 100 mb
Onaga	Blue Valley Telecommunications	July 21, 2022	150 mb x 150 mb	1 gb x 1 gb
Westy	Blue Valley Telecommunications	July 21, 2022	100 mb x 100 mb	150 mb x 150 mb
Olsburg	Twin Valley Telecommunications	July 15, 2022	50 mb x 50 mb	100 mb x 100 mb

- The PWRL Eskridge Branch Library and PWRL Harveyville Mini Library with Mercury Wireless will remain at 30 mb x 10 mb. They are unable to provide any additional speed at these locations. The service they do provide can only be described as very sporadic at best. Judith called for repair on the telephone service at Harveyville in early June. She was told that a repair person could not be dispatched for three weeks and a service call was scheduled for Tuesday, July 5th. In the meantime a new telephone was purchased for Harveyville and the telephone service was restored.
- On Sunday, July 9th Judith got a call from Mercury saying that there would be a change on the bill since they had replaced the internet router at Eskridge. They were questioned on this since they were scheduled for service at Harveyville, not Eskridge. It turned out that for some reason the Mercury repair person did indeed visit our Eskridge location on July 5th. They apparently asked Library staff if their telephone was working. When they replied that it didn't work very well the repair person proceeded to change out the equipment. This incident has caused a lot of trouble and confusion which has not yet been completely resolved.
- BOARD MEETING DATES FOR 2022: The next Library Board Meeting will be held on Wednesday, August 31, 2022, at the PWRL Alta Vista Mini Library and is scheduled to start at 5:30 p.m. Carpooling for the Board to the meeting was discussed.
- ADJOURNMENT: Pam Bales moved that the meeting be adjourned. Paulette Simecka seconded the motion and the motion carried. The meeting was adjourned at 7:55 p.m.




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Chairman




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Secretary