

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Tuesday, July 28, 2020 at the St. Marys Headquarters Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:32 p.m. Alicia Matson was Secretary. Others present were: Paulette Simecka, Treasurer, Judith Cremer, Director and Pat Weixelman, Pottawatomie County Commissioner. Sandie Jensen was present remotely via telephone.
- ADOPTION OF THE MEETING AGENDA: Pam Bales moved that the agenda be approved as presented. Paulette Simecka seconded the motion and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE JUNE 25, 2020 MEETING: Pam Bales moved that the minutes be approved as corrected. Paulette Simecka 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. Paulette Simecka seconded the motion and the motion carried.
- NCKL REPORT - DIRECTOR: The NCKL Annual Meeting is scheduled for Thursday, Aug. 06, 2020 via Zoom. This meeting includes a public hearing for the NCKL 2021 budget and a system wide vote by representatives from the 58 member libraries and 8 taxing counties to approve the 2021 NCKL System Plan and 2021 NCKL Budget.
- The NCKL Annual Meeting will be followed by a presentation by Lori Goetsch, K-State Library Director, speaking about the 2018 fire at K-State's Hale Library and the recovery efforts that followed.
- 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 safe, connected, and supportive part of our communities.
- Judith reported that she returned from her vacation early on July 7th to handle issues related to the new enforcement of the mask rule at the St. Marys Headquarters Library.
- The 2020 Kansas Notable Book List has been released by the Kansas State Library. Judith shared a copy of the list which includes 15 titles. The Kansas State Library also announced that they will again offer grant funds to allow all Kansas Libraries to purchase copies of these books.
- PWRL has applied for reimbursement for items purchased to help mitigate the spread of the Covid-19 Virus under the CARES Grant. A list of supplies and equipment purchased by the Library has been submitted to the City of St. Marys who is collecting the information for Pottawatomie County. The total amount requested for reimbursement was \$1,780.24.
- PWRL was also notified of the availability of SPARK grant funds available in Wabaunsee County to address health and economic needs affecting recovery from the Coronavirus Pandemic. Judith told the Board that she had consulted with NCKL about the possibility of purchasing hotspots to help patrons with insufficient Internet connectivity, especially in Wabaunsee County, but such devices require good cell service, which is also lacking in the area. The ongoing cost for the purchase of data plans was also a deterrent to this idea. It was decided that the Library would gladly participate and partner in any local initiatives to address the problem of substandard Internet connectivity, but the problem is too big for the Library to take the lead.
- Duane Mayer, NCKL Technology Consultant, assisted with the installation of two additional wireless access points which were installed at St. Marys to improve the wireless signal outside the building. PWRL removed the password requirement from the wireless connections at all eight PWRL locations

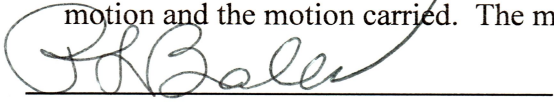
when the Library was forced to close due to the Pandemic. Wifi connections are still monitored and filtered through the NCKL Unifi router and servers. Duane also installed a new staff computer and monitor for the St. Marys Branch Librarian. The old computer has been bad for some time.

- Judith reported that the 486 E-Rate form required to indicate participation in the 2020-2021 E-Rate cycle has been completed. The 472 E-Rate requesting reimbursement for a percentage of the online costs paid from July 31, 2019 – June 30, 2020 is in the process of being completed.
- Judith reported that PWRL is looking at purchasing a library subscription to Jo-Ann Fabric and Craft's Creativebug database. Creativebug includes online instruction videos, patterns, and tutorials for a wide range of arts and crafts projects. The plan is to incorporate the database into upcoming online reading challenges and activities to engage with patrons to enjoy the many different creative opportunities. Grant funds from KLA and Wamego Telecommunications, along with some local donations, will be used to fund the purchase of the database.
- Judith reported that Emily Palmeri, the full time Assistant Branch Librarian at the St. Marys Headquarters Library, has resigned. The position was advertised internally, per PWRL policy, and Lorelei Wilson, the Alma Assistant Branch Librarian, has been hired. Lorelei will continue to work at Alma in addition to her new position at St. Marys.
- Judith reported that Christine Jenkins, the Alta Vista Substitute Mini Librarian, recently lost her brother due to cancer. Memorial funds were sent from the Board and Staff from the flower fund. Wendi Rogers, Mini Librarian, covered the hours at Alta Vista while Christine was out.
- Sheila McKinzie, PWRL Bookkeeper / Secretary, was ill starting the third week of July. On consultation with her doctor she was advised to self-quarantine for 10 days. She is expected back at the library tomorrow, July 29, 2020.
- UNFINISHED BUSINESS:
- PANDEMIC ACTION PLAN: The PWRL Board of Trustees approved a Pandemic Action Plan at the March 25, 2020 Library Board Meeting. At that time the CDC was not recommending face masks for the general public. This information has changed, and the Board at the June 25, 2020 Library Board Meeting agreed by consensus to enforce a mask wearing rule at all PWRL locations. The Pandemic Action Plan has since been updated to include the enforcement of mask wearing under PWRL Actions for Coronavirus. Information about the best practices for quarantining library materials has also been added.
- Judith reported that during the month of July she has received and replied to a number of complaints about the enforcement of the mask wearing rule, specifically at the St. Marys Headquarters location. She told the Board that she spoke with the Pottawatomie County Health Officer who subsequently confirmed with the Pottawatomie County Attorney that the authority to implement and enforce a policy requiring staff and patrons to wear a mask at the Library rested with the PWRL Board of Trustees. She also provided a number of reports on scientific studies that confirmed that the use of masks during this pandemic was very important to helping stop the spread of the virus.
- Judith noted that she feels that it is PWRL's responsibility and obligation to protect staff and patrons from a public health crisis, using whatever tools available. Masks are unfortunately one of the few tools we currently have at hand to help do this.
- After discussion, Pam Bales moved to approve the updated Pandemic Action Plan. Alicia Matson seconded the motion and the motion carried.
- 2021 LIBRARY BUDGET: PWRL has received the certified population for figuring 2021 budgets. The Tax Fund Data Sheet for the 2021 Library Budget has been updated with this information to show the apportionment of ad valorem funds to be levied in each county to fund the 2021 Library Budget. Copies of the Final 2021 Tax Fund Data Sheet have been sent to both counties.
- IMAGINE YOUR STORY – 2020 SUMMER READING PROGRAM: The official end of the 2020 Summer Reading Program was Saturday, July 25, 2020.

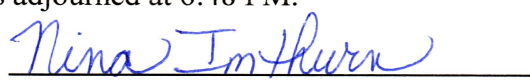
- To date, PWRL has served 17,387 lunches to children in Pottawatomie and Wabaunsee Counties through our annual Summer Food Program. Any child 18 and younger is eligible for 5 shelf stable meals with milk at a single curbside pickup. Food service will continue at Olsburg and Westmoreland through the end of July. Food Service then will continue at our Westmoreland location until all lunches on hand have been distributed. Catholic Charities was forced to deny the possibility of extending food service at other locations due to their inability to purchase new shipments of food and milk that met the USDA reimbursement requirements.
- Judith noted that due to staff illness, the Library has been shorthanded and there has not yet been time to tabulate statistics for the 2020 Summer Reading Program. The new reliance on online content delivery makes the collection of some information new and different from previous years. Hopefully we will be able to present a picture of the activity at the Library at the August Board Meeting.
- PWRL has been notified that the Pottawatomie County Fair is still planning to go on as scheduled. Staff members have created a collage of PWRL memory photos to display at the booth to coincide with the Fair Memories theme. Staff will set up the booth tomorrow with free books, Library brochures, and hand sanitizer. A sign will remind patrons to sanitize before they browse.

NEW BUSINESS:

- BOARD MEETING DATES FOR 2020: The next Library Board meeting will be held on Wednesday, August 26, 2020 at the St. Marys Branch Library and is scheduled to start at 5:30 PM.
- The Board agreed by consensus to again suspend plans for the regular summer travel to different PWRL locations for Board Meetings in August. 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 Headquarters Library.
- ADJOURNMENT: Paulette Simecka moved to adjourn the meeting. Sandie Jensen seconded the motion and the motion carried. The meeting was adjourned at 6:48 PM.



Chairman



Secretary