

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, July 28, 2021 at the PWRL Eskridge Branch Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:37 p.m. Peggy Adams was Secretary. Others present were Board member: Sandie Jensen, Paulette Simecka, Alicia Matson, and Judith Cremer, Director.
- ADOPTION OF THE MEETING AGENDA: Pam Bales moved that the agenda be approved as presented. Peggy Adams seconded the motion, and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE June 30, 2021 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: None
- APPROVAL OF BILLS: After discussion, Sandie Jensen moved that the Board approve and pay the bills as presented. Alicia Matson seconded the motion, and the motion carried.
- NCKL REP. REPORT:
 - Judith told the Board that she was asked, and agreed, to serve an additional four year term on the NCKL Executive Board. The position can be held by the Director or other Library Staff Member, a PWRL Board member, or a resident from Pottawatomie or Wabaunsee County who is interested in representing the PWRL as part of the NCKL Executive Board. The individual must be initially nominated to serve in this position by the PWRL Board of Trustees. The statute that governs the Regional System Libraries does not specify a limit on the number of terms that a nominated representative is allowed to serve.
 - The next NCKL Director's Meeting is scheduled for August 5, 2021, via Zoom.
 - The NCKL Annual Meeting, scheduled for August 5th, 2021, has been moved to August 26, 2021, in order to align with the new Rate Neutral Hearing and budget adoption timetable requirement that came with the passage of Kansas Senate Bill 13.
- DIRECTOR'S REPORT: PWRL received the premiums for the Insurance Policies held by the Library, including General Liability, Property, Auto, Workers Compensation, and Directors and Officers Liability. The terms for these insurance policies runs from August 4, 2021 – August 4, 2022. The premium cost increased by \$757 this year. There is a sufficient amount budgeted in the 2021 General Fund and Employee Benefits Fund to pay for these policies.
- Work on the new Library Website has stalled. There are too many other priorities and deadlines at the moment for Judith to devote much time to this project.
- The Kansas State Library announced a new Statewide Subscription for Tumblebooks – eBooks for Kids. The subscription will run through 2024. Judith has set up IP recognition at each PWRL location so patrons can seamlessly access the database onsite. Patrons will be prompted to enter their PWRL Library Barcode number if they are viewing this site away from the Library.

- Judith reported that she scheduled the move away from Centurylink Internet and telephone services for Alta Vista, Eskridge and Harveyville early in July. She was onsite at Alta Vista on July 7th, and at Eskridge and Harveyville on July 8th to make this happen.
- On July 9th, a St. Marys Staff member called in with a Positive Covid test. On consulting with the Pottawatomie County Health Department, staff were notified that if they were exposed and unvaccinated, they would be required to quarantine for 10 days. Those who were vaccinated were not required to quarantine. Four St. Marys Staff members were subsequently forced to quarantine.
- After discussions with the Board Chair, the decision was made to keep the Library's posted hours at St. Marys. Judith and one other Staff person worked alone on Monday and Tuesday. On Wednesday they were joined by a third staff member for the remainder of the week. Board Member Paulette Simecka arrived on Monday morning to lend a hand with shelving books. Then she returned on Tuesday and Wednesday to continue providing support. Her assistance was very much appreciated!!
- The Knights of Columbus handled the Summer Food Service on Tuesday, and with the help of all hands on deck we made it through the week.
- Programs by the Milford Nature Center were cancelled on Thursday, July 15th. The programs were planned outdoors, and the rain that day prevented moving forward with the event. The programs were rescheduled for Monday, July 19th and the PWRL Westmoreland Mini Library, and July 21st at the PWRL St. Marys Headquarters.
- The American Rescue Plan Act (ARPA) – federal LSTA Grant application was submitted online to the Kansas State Library on Thursday, July 19th, in time to meet the 5 pm deadline.
- Colette Goldade, Collection Manager, was away from the Library July 21 – July 26 due to a death in the family. Several other staff members took additional sick leave days in July. The Library was extremely shorthanded all month.
- Staff worked on completing a poured epoxy sign that displays the locations service hours for the PWRL Alta Vista Mini Library. Jo Nehring, the new Mini Librarian, created the sign with a Book Barn Quilt design and Judith and Colette helped to pour the epoxy to cover the sign.
- The staff at the PWRL Alma Branch Library held a going away party for Lorelei Wilson open to the Staff and Public on Wednesday, July 21st. The party coincided with Lorelei's last day on staff at the Library before her move back east. The Library used money from Staff donations to the flower fund to buy her a "Reader" sculpture.
- Judith, Lori Beth, and Lorelei decorated and drove the Library van in the Wabaunsee County Fair Parade on Saturday, July 24th. It was very hot, but the crowd seemed to really be enjoying themselves.
- A Staff gathering was planned for Sallie Force to celebrate her upcoming retirement. Staff used money from the Flower Fund donations to purchase a replica 1960's telephone as a going away gift. The staff party was cancelled due to increasing cases of Covid in the community. Staff at Onaga is still planning a public retirement reception for Sallie on August 11th at the PWRL Onaga Branch Library.
- Staff is are planning to decorate and drive in the Pottawatomie County Fair Parade on Sunday, August 8th. Hannah Jennings, the new Onaga Branch Librarian, is working on a design for the Library Fair Booth. Colette Goldade will take donated books to Onaga next week to be stocked in the PWRL Fair Booth and given away to the public.
- When storytime starts in the fall, Onaga will move from the traditional Tuesday morning schedule to the Friday schedule they adopted during the Summer Reading Program. This will fit current staffing patterns, and many parents and children are now used to the new routine.
- The Assistant Branch Librarian position at our PWRL Alma Branch is currently open following the departure of Loreli Wilson.

- In mid-August the new part time Assistant Branch Librarian, Bailey Keenen, will leave that position and move into the open Processing Clerk position. Destiny Brooks, the new full time Assistant Branch Librarian at St. Marys will be stepping back into the part time Assistant position as she starts college at Washburn on a full Scholarship. This will leave the full time Assistant Branch Librarian position at St. Marys open again.
- The next PWRL Staff Meeting is scheduled for Friday, August 13th. Staff will talk about the ups and downs of the Summer Reading / Summer Food Program, along with other new business at the Library.
- Janet Hulinsky, the PWRL Onaga Assistant Branch Librarian / Westmoreland Substitute Mini Librarian, is planning a trip to Spain to see her daughter and her family. Jo Nehring, the Mini Librarian / Route Driver will be covering the service hours at Westmoreland on Thursday evenings and Saturday 9-2 for the last two weeks in August.
- Judith noted that she was still working 14-16 hour days, 6-10 hours on weekends, but she does have vacation scheduled for the first two weeks in September.
- Judith reported that the Library received notification that the former Processing Clerk, Francis Garcia, has been granted disability benefits under the Library KPERS Plan.
- The CDC changed their guidance for mask wearing yesterday, July 27th. The new guidelines state that fully vaccinated people should go back to wearing masks indoors if they are in an area with substantial or high transmission. Most of Kansas fits this description. PWRL's current policy states that masks are highly recommended, but does not require persons entering the building to wear a mask.
- After much discussion the Board by consensus asked that Judith implement a new health screening process for Library Staff. Additional no contact thermometers are to be purchased for each location, and staff will be required to take their temperatures before starting each workday at the Library.
- UNFINISHED BUSINESS:
- 2020 LIBRARY AUDIT: Varney and Associates has notified the Library that their audit report is not yet ready for the Board's review. Our auditor was forced to take some family leave time and this has set back the process.
- 2022 LIBRARY BUDGET: Copies of the final tax data sheet, which includes the certified population figures released by the Kansas Department of the budget on July 1, 2002, have been sent to the Pottawatomie and Wabaunsee County Commissions.
- Judith reported that she had received an email from Heather Gladbach, the Pottawatomie County Financial Officer, stating that the Pottawatomie County Commission had approved the setting of the newly required revenue neutral rate hearing along with the Pottawatomie County budget hearing at 10:00 a.m. on Monday, August 23rd. She asked that Judith attend this meeting in Westmoreland to be on hand to answer any potential questions about the PWRL 2022 Budget. After discussion Paulette Simecka agreed to attend this meeting with Judith to represent the Library Board.
- TAILS & TALES – 2021 SUMMER READING / SUMMER FOOD PROGRAM: Picture Books containing photos from all PWRL Library Locations during the annual Summer Reading / Summer Food Program were presented to the Board. With two locations yet to report this week, PWRL, with the help of our Staff and Volunteers, has served 18,524 Grab & Go meals, along with craft packages this year.
- Judith told the Board she had requested an extension of the Summer Food Program at some PWRL locations. One additional week at Westmoreland and Onaga, and two additional weeks at St. Marys have been approved. These extensions were based around the dates at which the local schools at

these locations were scheduled to begin fall classes. The Knights of Columbus Volunteers at St. Marys have agreed to continue their assistance for the additional two weeks. This extension will help fill the nutrition gap between summer and the start of school. It will also allow the Library to distribute the majority of meals that have been unboxed and pre-packed for distribution.

- Additional Statistics from the Summer Reading / Summer Food Program will be brought to the August Board Meeting, once the program has ended and staff at all locations have had time to submit their numbers and Judith and Sheila have had a chance to tabulate and combine all the figures into a complete picture of the activity that occurred at the library over June and July.
- **NEW BUSINESS:**
- **ARPA & OTHER GRANT OPPORTUNITIES:** Judith outlined the grant opportunities that are currently available to accept applications from PWRL. The Kansas State Library is using the Institute of Museums and Library Services American Rescue Plan Act (ARPA) funding to award grants to public libraries in Kansas of up to \$25,000.
- PWRL's ARPA Grant application was submitted on the day of the deadline, July 19, 2021. The application requested funding for digital content, including \$5,000 for renewing and expand the subscription to Ebsco's Flipster Digital Magazine database; \$6,000 to start a subscription to Midwest Tapes Hoopla database, which contains downloadable audiobooks, eBooks, comics, movies, television, and music; \$6,000 to purchase additional content for PWRL's subscription to the Overdrive Sunflower eLibrary database containing digital audiobooks and eBooks; and \$8,000 to purchase physical computer kiosk type download and learning stations for each PWRL location.
- PWRL was notified on Monday, July 26th, that the Library's ARPA Grant Application had been funded for the full \$25,000 requested. The contracts for the grant have been signed and returned. Judith has downloaded the reporting and acknowledgement requirements, and the funds in the form of a federal LSTA subgrant are expected to be deposited in the Library State Aid account soon.
- Emergency Connectivity Funds (ECF) through the Universal Service Administrative Company (USAC) are also currently being offered. USAC is the same online mechanism through which PWRL applies for e-rate reimbursements, so Judith is familiar with this system. The focus for this funding is primarily on equipment, including laptops, tablets, modems, and internet hotspots. There are some additional requirements that applicants must agree to follow if they are awarded funding through the ECF. The grant does not cover computer peripherals, cases, warranties, packaging for circulation, charging equipment, etc. The application for ECF funding is open now, and the deadline to submit applications is August 13, 2021.
- The Humanities Kansas SHARP Recovery Grant is designed to support Kansas cultural organizations that provide humanities programming and are facing financial hardship due to the coronavirus. Grants are to be used for general operating support, staff retention, and needed digital and/or operational transitions for cultural work in the post-pandemic era. The funding level available is determined based on an organization's annual budget. Based on this criteria PWRL will be eligible for a grant of up to \$20,000. The Deadline for this grant application providing funding through the National Endowment for the Humanities (NEH) is Monday, August 16th.
- The Kansas Library Association (KLA) is offering a competitive Health and Wellness Grant. Grants will be awarded to enact programs that address the health and wellness needs of Library Staff. Three \$5,000 grants, and ten \$1,000 grants, are available through this funding opportunity. The Deadline for this grant application is September 15, 2021.

- Judith told the Board that many of these deadlines are very tight. There are many other projects that will also need attention during this time as the Library wraps up the Summer Reading / Summer Food Program. PWRL will submit applications for as many grant opportunities as possible, keeping in mind that the proposed projects outlined in those applications will need to be accomplished in a relatively brief amount of time with an already overburdened staffing pool.
- E-RATE & INTERNET CHANGES: Judith updated the Board on the timeline for filing annual E-Rate applications. The E-rate form 486 has been submitted signaling the start of the fiscal year that runs from July 1, 2021 – June 30, 2022.
- Judith also filed the E-Rate 472 reimbursement forms for online services received during the fiscal year that ran from July 1, 2020 – June 30, 2021. A total of \$5,958.43 has been requested representing a 70% reimbursement of the amount paid for Internet connections at all PWRL locations to the following vendors: WTC Communications, Twin Valley Telephone, Blue Valley Tele-Communications, and CenturyLink. When the funds are received they will be deposited in PWRL's Capital Improvement Fund under Previous FY E-Rate.
- The following changes were made to Internet and Telephone services in the past month. July 7, 2021, PWRL changed providers at the PWRL Alta Vista Mini Library. CenturyLink Internet and Telephone was replaced by TCT – Tri-County Telephone. The transition was relatively smooth. Duane Mayer, NCKL Tech Consultant assisted with the process.
- July 8, 2021, the PWRL Harveyville Mini Library and the PWRL Eskridge Branch Library were both scheduled to move from Centurylink Internet and Telephone to Mercury Wireless. This transition was considerably bumpier. After a number of missed steps the process was partially completed. The requested static IP address was not completed, and the porting of the telephones was delayed until July 20th. Duane Mayer returned on July 9th and worked with the Mercury Wireless techs. The Internet was stable at Harveyville with a 30 mb connection. Unfortunately staff was forced to struggle with a very unstable connection at Eskridge. After many conversations with Mercury Wireless staff, the Mercury network technicians were finally able to configure the wireless network settings to prevent the Internet connection for constantly dropping at Eskridge. Unfortunately the promised speed of 100 mb was apparently unachievable. The connection at Eskridge is currently running at between 5 mb – 7 mb. Staff members have been asked to keep log records that record Internet speeds and connection problems each day so this information is documented and can be turned over to Mercury Wireless for remediation.
- Changes were also made to the Internet connection speeds at the two locations using Wamego Telco as a service provider. The speed at the PWRL St. Marys Headquarters Library was increased to 100 mb x 100 mb. The Speed at the PWRL Alma Branch was increased to 100 mb x 25 mb.
- After all the changes had been made, and the new static IP addresses had been set up, Judith notified each online vendor that provide remote content to PWRL patrons and staff. This step is necessary to maintain the seamless IP recognition onsite, and barcode authentication offsite, for the databases that PWRL subscribes to as well as all of the statewide databases. NCKL's content filtering server also uses the static IPs to provide Internet filtering at all PWRL locations.
- 2022 NCKL CONTRACT: The cost for the 2022 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 2022 NCKL contract as presented and allow appropriate officers to sign. Paulette Simecka seconded the motion and the motion carried.

- **BOARD MEETING DATES FOR 2021:** After Discussion, the next Library Board meeting date was changed from Wednesday, August 25, 2021 to Tuesday, August 24, 2021 at the PWRL Onaga 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 7:54 PM.



Chairman



Secretary