

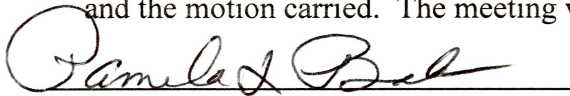
- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, Sept. 30, 2020 at the St. Marys Headquarters Library.
- **CALL TO ORDER:** Chairman Pam Bales called the meeting to order at 5:30 p.m. Nina Imthurn was Secretary. Others present were Board members: Paulette Simecka and Alicia Matson; Judith Cremer, Director; Board members Sandie Jensen and Sue Jenkins were 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 AUG. 26, 2020 MEETING:** Pam Bales moved that the minutes be approved as corrected. Sandie Jensen seconded the motion and the motion carried.
- **CORRESPONDENCE AND COMMUNICATION:** Judith shared with the Board the petition that was circulated by St. Marys patron Mary Beth Doud asking that the mask rule being enforced by the Library be lifted at the St. Marys Headquarters Library. Previous correspondence and communication on this issue was emailed directly to the Board prior to the meeting.
- **REPORT OF TREASURER:** Paulette Simecka, Board Treasurer, reported the Library received ad valorem funds from Wabaunsee County in the amount of \$7,165.72. Of that amount, \$6,439.38 was allocated to the General Fund and \$726.34 was allocated to the Employee Benefits Fund.
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- **APPROVAL OF BILLS:** After discussion, Nina Imthurn moved that the Board approve and pay the bills as presented. Pam Bales seconded the motion and the motion carried.
- **NCKL REPORT - DIRECTOR:** An NCKL Executive Committee Meeting was held Thursday, Sept. 24, 2020. The meeting was conducted via Zoom, but Judith traveled to Manhattan for the session so that she was on hand to sign checks and grant applications.
- NCKL has announced a revised schedule for the NCKL Rotating Van that delivers a 200+ collection of books to each PWRL Branch location every other month. The NCKL van driver is still not allowed to come into any library location so all materials must be pre-packed and taken to the curb when the van arrives.
- The Kansas State Standards for Public Libraries published by the Kansas State Library have been updated and will be posted in the next few weeks. Libraries across Kansas compare their staffing, salaries, collection, and services to this document to ensure that their organizations are keeping up with the current standards.
- The Kansas State Library has started an online campaign to advertise the availability of the Statewide Online Resources. We will share these posts to PWRL's facebook page.
- The Kansas State Librarian has released a memo asking Kansas Libraries to expect up to a 10% cut in State Aid to Libraries for 2022.
- **DIRECTOR'S REPORT:**
- Judith reported on the latest Auto-Graphics Advisory Committee meeting she attended via Zoom. Committee members have been provided with four pages of updates in various stages of development. Judith learned of a new feature that allows users to upload local cover art to their online catalogs. PWRL will be implementing this feature to enhance the online library catalog and make the search results more appealing.
- As per the discussion at the August 26, 2020 Library Board Meeting, Wamego Telecommunications (WTC) was hired to install new security cameras at the St. Marys Headquarters Library. Three outdoor cameras, one dome camera over the bookdrop, and two cameras inside covering the front and back of

the Library were installed on Sept. 15, 2020. Live and recorded feeds from all the cameras can be monitored through an Internet connection on any computer or through the Unifi video app on a mobile device. Video recordings are motion activated and recordings can be filtered to search by camera, time, and date. WTC will bill \$2,634.96 annually for three years for the service and equipment.

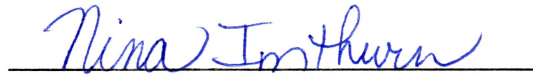
- The City of St. Marys and the St. Marys Police department were notified of the installation and informed of the vandalism that led to its installation. It was agreed that the St. Marys Police Department would also increase their patrols around the Library.
- Judith reported on ongoing collection management and weeding activities being done by the PWRL Collection Development Staff. During the two weeks in August when the Mini Librarian / Route Driver was on vacation, they continued to run the weekly route to the branch and mini locations and then focused on weeding at each of the Branch Locations throughout the week.
- Judith reported that she was attending the ASRL (Association of Small and Rural Libraries) annual meeting sessions via zoom this week. She told the Board that she has attended sessions on Library security, virtual storytimes, local history, marketing, technology, and social media.
- UNFINISHED BUSINESS:
- PANDEMIC ACTION PLAN:
- Judith reported on the status of the mask rule currently being enforced as part of PWRL's overall Pandemic Action Plan. Communication from John Rutledge, the St. Marys Mayor, and from Mary Beth Dowd, a St. Marys resident, asking that the mask mandate be loosened was discussed. PWRL Board members also considered a petition circulated in St. Marys by Mary Beth Dowd that supported the elimination of the mask requirement.
- Judith shared information gathered from the Pottawatomie County Health Officer indicating that the transmission of Covid-19 in Pottawatomie County is on the rise and that there is currently no part of the County with zero cases of the virus. Information from Diane Turnbull, the PWRL Insurance Agent was also discussed. A general liability clause in PWRL's policy excludes coverage for infectious diseases. PWRL would have no protection against a claim that the Library did not take reasonable steps to prevent the spread of the virus on its premises.
- If positive cases of Covid-19 are identified at the Library, the PWRL Pandemic Action Plan specifies that the location will be closed until a thorough cleaning of the entire building can be done. If staff members test positive, the Library will need to close until enough staff members are released from quarantine to safely operate the facility. If a mask rule was not in place, this would be unfortunate for staff members who would essentially be placed in harm's way without reasonable protections. This result would also be a blow for the community who would be left with no Library service in the interim.
- After lengthy discussion Alicia Matson moved that the Board continue to require all Staff and Patrons to wear a mask at the Library as a tool for preventing the spread of the Covid-19 virus. Children five and under will be exempted from the rule, if it is the parents' wish that they not be required to wear a mask. Pam Bales seconded the motion and the motion carried.
- It was noted that the exception for children is consistent with the mask mandate currently being enforced in Riley County. The Board hoped that making this change would alleviate some concerns expressed by local parents. Free masks will also continue to be provided to anyone who wishes to visit the Library and conduct business inside the building.
- PROGRAMS AND PROMOTIONS: Judith shared an update on programing opportunities at the PWRL Alma Branch Library. Students from the St. John Lutheran School continue to visit the Library each Friday at this location. Staff regularly read to the kindergarten class, and older students recently took part in decorating for fall. Pictures of the events were posted to Facebook.
- The PWRL Eskridge Branch Library is working on plans to participate in the Eskridge Fall Festival scheduled for Saturday, Oct. 31st. All activities will be held outside in front of the Library.
- Wendi Rodgers, PWRL Mini Librarian / Route Driver has been working with the Rock Creek Jr. High / High School and the Westmoreland Elementary School to introduce students to online resources,

particularly e-books and digital audiobooks, that they can get access to with a PWRL Library Card or Kansas State Library Card. The Westmoreland Mini Library has to date received and processed 106 new card applications for Westmoreland students during the month of September, which also happens to be National Library Card month.

- Since the Library is still limited as to what we can do on face-to-face programming our PWRL Onaga Branch Library has been putting together weekly craft packets. They have been distributing around 20+ packets each week to local families.
- The PWRL Alma Branch Library recently posted a how-to video to PWRL's YouTube channel to provide a craft activity for older children and adults. The project illustrates how to make a fall leaves t-shirt. Patrons were welcome to come to the Library individually to work on their project, or follow along with the instructions at home. The Facebook post introducing the video has a large number of views.
- PWRL has been brainstorming on ideas to celebrate The Kansas Reads to Preschoolers "one book- one state" program in November. The book chosen for this program is "Groovy Joe: Ice Cream and Dinosaurs" by Eric Litwin. Staff members at the PWRL Alma Branch are working on putting together a Storywalk featuring this book.
- NEW BUSINESS:
- KLA Conference – Zoom – Oct. 29, 2020: The Director, Collection Development Manager, and four Branch Librarians have been registered for the annual KLA Conference which will be held online via ZOOM on Thursday, Oct. 29th. This will be a great opportunity to see how other Libraries are handling the new normal under Covid-19.
- Library Holiday Hours: After discussion Pam Bales moved ~~that the Pam Bales moved~~ that the Board allow all PWRL Library locations to close at 3:00 p.m. on the day before Thanksgiving. PWRL will also be closed on Thursday and Friday to allow staff to participate in the holiday. Paulette Simecka seconded the motion and the motion carried.
- BOARD MEETING DATES FOR 2020: The next Library Board meeting will be held on Wednesday, Oct. 28, 2020 as this date no longer conflicts with the annual KLA Library Conference.
- ADJOURNMENT: Pam Bales moved to adjourn the meeting. Paulette Simecka seconded the motion and the motion carried. The meeting was adjourned at 6:58 PM.



Chairman



Secretary