

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Tuesday, October 26, 2021 at the PWRL St Marys Branch.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:30 p.m. Peggy Adams was Secretary. Others present were Board members: Sandie Jensen and Paulette Simecka, Rain Schultz-Pruner, Assistant Director, and Judith Cremer, Director.
- 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 SEPTEMBER 29, 2021 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: Paulette Simecka, Board Treasurer, reported the Library received ad valorem funds from Pottawatomie County in the amount of \$15,033. Of that amount, \$12,051.00 was allocated to the General Fund and \$2,982.00 was allocated to the Employee Benefits fund.
- APPROVAL OF BILLS: After discussion, Sandie Jensen moved that the Board approve and pay the bills as presented. Peggy Adams seconded the motion, and the motion carried.
- NCKL REP. REPORT: Judith reported that she attended the NCKL Executive Board Meeting via Zoom on Sept. 30, 2021. The Library at St. Marys was without power at the time, but Judith was able to connect using her cell phone in order to act as chair for the meeting.
- The NCKL Executive Board approved the annual NCKL/MPL memorandum of understanding to reimburse each other for shared resources expended by each party in the course of doing business.
- The NCKL Executive Board discussed the possibility of offering a new competitive grant to NCKL member libraries in taxing counties. PWRL, as a contracting library, is not eligible for any NCKL member library grants, with the exception of the Continuing Education Grant.

- Judith reported on a Zoom meeting that she had in October with Dawn Krause, the NCKL Assistant Director, and Susan Moyer, the Director of the Dorothy Bramlage Public Library in Junction City. Both PWRL and Dorothy Bramlage are contracting members of NCKL. Both were at one point given an OCLC Connexion Cataloging License, and have since been using it to add a significant number of high quality marc records to their respective Auto-graphic Verso Online Catalogs. Once the records are added, any other Kansas Library would be able to upload them into their own catalogs, which is helpful, especially if they don't have staff that are knowledgeable about marc records and cataloging.
- The question now is why two contracting libraries are being given subsidized access, while other NCKL Member Libraries in taxing counties have not. Judith explained that she was approached by Carol Barta, the NCKL Assistant Director at that time, shortly after PWRL automated the card catalog records and moved to the Auto-Graphics Verso System. The OCLC Connection License was offered to PWRL, and the question of cost was never mentioned until the current discussion began.
- NCKL purchases Cat Express OCLC licenses for all other NCKL Libraries, both taxing and contracting. These licenses allow libraries to download records and do copy cataloging, but will not support the creation of original catalog records. The Connexion Cataloging License does support original cataloging, and this function is frequently needed when processing very new material, or various historical collections. It was subsequently discovered that PWRL and Junction City are both ineligible for Cat Express Licensing because their respective service populations exceed the allowed limit. OCLC also gives NCKL a group discount amounting to around \$700 for bundling the purchase of three professional cataloging licenses, including Manhattan, Dorothy Bramlage, and PWRL. It was supposed that these two factors, combined with the fact that the records added by PWRL and Junction City can then be accessed and used by other Kansas Libraries, was the reasoning behind the current arrangement.
- The fact that PWRL has pulled all of the cataloging and processing in-house since we received the ability to do our own cataloging through the use of our OCLC Connexion License must also play some part in the calculation of costs. Previously, PWRL sent all materials purchased by the Library to Manhattan to be cataloged and processed. When PWRL Staff took over this duty, NCKL Staff would have been relieved of that burden and freed up to pursue other tasks.
- NCKL pays \$1,582.34 for PWRL's OCLC Connexion Cataloging License. This is an ongoing discussion, but at some point that cost, or a portion of it, may be shifted to PWRL. If and when this shift occurs, the cost will need to be included in future budget planning and added to the Library Material Line.

- **DIRECTOR'S REPORT:** It was announced early in October that the Konza United Way would be adding eligibility for children 0-5 to the Dolly Parton Imagination Library to all zip codes in Pottawatomie County. PWRL will do whatever possible to help residents to sign up for this great program, through which every registered child will receive one free book by mail every month from birth until age five.
- PWRL was notified by the Wabaunsee County Treasurer that they will be implementing ACH direct deposit payments for all entities starting January 1, 2022. Judith reminded the Board that she had talked with Clerks in both Pottawatomie and Wabaunsee Counties early in 2021 to see if there was any possibility that this could be done. She was very happy that Wabaunsee County was able to work out the details and proceed with implementing the new service.
- Judith reported that she had been contacted by a top executive with Mercury Broadband who was interested in helping to resolve some of the problems we have had since we changed Internet and Telephone providers at Eskridge and Harveyville from CenturyLink to Mercury Broadband in July 2021. He confirmed that a number of credits had been applied to our account based on documentation that was provided to them recording Internet and telephone outages. He offered to have Mercury Technicians change the connection type, but this would permanently limit the amount of Internet speed we would be able to access. He stated that the problems we were having should be resolved once they receive some firmware updates from their vendor and get them installed. Judith agreed to wait the two additional weeks that he claimed it would be to make this happen.
- The problem with incorrect billing involving payments to Simplisafe for the security and monitoring services now installed at all PWRL Locations was reported to have been resolved last month. This month additional problems emerged. Judith said she would keep the Board posted on attempts to resolve the issue, but it appears that at this point PWRL has been refunded \$1,099.56 more than we paid. Unfortunately, the Library credit card believes the amount to be twice that amount, and has reversed previous charges in that amount. We will continue to dispute the matter.
- In staffing, Jo Nehring, the PWRL Mini Librarian Route Driver, is in the process of selling the family farm and moving to McFarland. She has requested that she be allowed to use comp time that she accrued over the course of the Summer Reading Program, and that request has been granted. Rain Schultz-Pruner, PWRL's new Assistant Director, along with the help of local Substitutes at each location have been filling in at the Mini's in her absence.

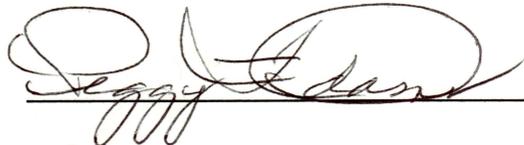
- The PWRL Collection Manager was hospitalized this month following a positive Covid test. Her husband has also been ill. Four other unvaccinated staff members were quarantined following consultation with the Pottawatomie County Health Department. PWRL's Alma Branch Library was closed on Monday, October 18th and reopened on Monday, October 25th. Because so many PWRL staff members were forced to quarantine at the same time, there were simply not enough employees remaining to keep that location open.
- After discussion, the Board directed Judith to work on updating the PWRL Pandemic Action Plan to bring it up to date with current practices. PWRL has been operating under the existing policy that allows staff to be paid without sacrificing any loss of earned leave time when they are required to quarantine due to a Covid exposure.
- The Board asked that the revised policy allow PWRL Staff to use sick leave, vacation, and comp time to cover any work time lost due to required quarantines. Part-time staff will also be given every opportunity to make up lost time by working additional hours, at another time, if they are forced to miss work because of complications due to Covid exposure and required quarantine. The Board would like to have a policy in place by the end of the year, so that in 2022, PWRL Employees will not be paid if they are required to quarantine due to Covid unless they use earned leave time to cover their absence. PWRL has at no point received any funding to pay the salaries of Library Staff members who were absent due to Covid exposures or illness. In these cases, remaining staff members were simply asked to carry heavier loads during quarantine periods. Covid has made life much harder for everyone, and that is certainly true for the Library.
- Judith told the Board that her position is scheduled to work 40 hours per week, and so she has worked 1,680 hours as the PWRL Director this year. She noted that due to staff shortages and increased critical tasks she has been forced to work an additional 1,549 hours over that same period of time to keep the Library moving forward and meet all required deadlines.
- As an exempt employee any additional hours are uncompensated, and under current PWRL Policy, exempt employees do not receive comp time as all other employees of the Library now do. Judith told the Board that she has 144 hours of annual leave time still available for use in 2021. She has scheduled leave time at several points earlier in the year to avoid this situation, but events have occurred that required her to remain on duty.
- Judith has scheduled her earned leave time over the next two months. If possible she will work at home, and call this leave time taken. If working from home is not possible, and she had to come in to work at the Library, Judith asked the Board if they would be

willing to allow her to carry over unused time for use in 2022. After discussion the Board decided to delay making a decision on this topic until the November Board Meeting.

- A discrepancy was discovered last month in the payments PWRL made to the KPERS 457 Retirement Plans belonging to two PWRL Staff Members. The missed payments were withheld from the employee's pay, scheduled for ACH deposit, and recorded as paid, but the funds were never actually transferred and so remained in PWRL's bank account. Sheila, PWRL's Bookkeeper, is working with the KPERS 457 plan managers to correct the problem. The principle amounts have now been transferred, but we are waiting to see if there are any interest penalties that will need to be paid.
- BOARD MEETING DATES FOR 2021: The next Library Board Meeting will take place Tuesday, November 23, 2021 at the St Marys Headquarters Library. The meeting will be at 10:00 am instead of the usual time.
- ADJOURNMENT: Peggy Adams, Board Secretary, notified the Board on her arrival that she would need to leave the meeting early due to a prior engagement. The PWRL Board is required to have a quorum present, which equals four or more PWRL Board Members, in order to hold an official meeting and do business. Peggy Adams left the meeting at 6:15. With only three members remaining following Peggy's exit, the meeting was declared adjourned at 6:15 p.m.



Chairman



Secretary