

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Tuesday, November 23, 2021, at the PWRL St Marys Headquarters Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 10:00 a.m. Peggy Adams was Secretary. Others present were Board members: Sandie Jensen, Paulette Simecka, and Alicia Matson, and Judith Cremer, Director. Rain Schultz-Pruner, Assistant Director, was present via telephone.
- ADOPTION OF THE MEETING AGENDA: Pam Bales moved that the agenda be approved as presented. Sandie Jensen seconded the motion, and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE OCTOBER 26, 2021, MEETING: Pam Bales moved that the minutes be approved as corrected. Peggy Adams seconded the motion, and the motion carried.
- CORRESPONDENCE AND COMMUNICATION: None
- REPORT OF TREASURER: None
- APPROVAL OF BILLS: After discussion, Paulette Simecka moved that the Board approve and pay the bills as presented. Sandie Jensen seconded the motion, and the motion carried.
- After an internal audit, and upon consultation with KPERS 457 plan administrators, PWRL was required to pay \$353.70 as correction for late contributions the Library made to two PWRL employee KPERS 457 accounts in 2019 and 2020.
- The \$11,708.00 PWRL received from the SHARP Humanities Kansas Grant awarded to PWRL in 2021 was earmarked to be spent for operational costs. The grant funds were approved to reimburse the Director's Salary for the most part of three months. The State Aid Check with the November Bills written for \$3,976 to PWRL is the second installment of these grant funds. The remaining \$3,756 will be reimbursed to the PWRL General Fund in December.
- PWRL was caught in the middle of a glitch in the reimbursement of funds approved by the Emergency Connectivity Fund for the purchase of Internet Connected Devices to be used by patrons and staff who otherwise lack sufficient access to such equipment and services. ECF guidelines specify that an entity is allowed to order equipment and then request reimbursement from the ECF prior to paying the vendor. The rules specify that the entity is then required to provide verification within 30 days of receiving the reimbursement that the service provider has received the funds.

- PWRL ordered the 100 Chromebooks that were approved through a successful application to the ECF. The invoice was submitted for reimbursement as specified. PWRL then received communication from the ECF Review asking for verification on the equipment delivery date, and for a copy of PWRL's eligible use policy.
- When PWRL ordered the 100 Internet hotspots from Mobile Citizen we learned that this provider would not ship the devices until they received payment. The ECF in turn would not accept a request for reimbursement until the provider verified the delivery date and the equipment was received. PWRL was then forced to make the payment for the devices from local funds because there was no other way to receive them based on the stands taken by each side.
- NCKL REP. REPORT: The next NCKL Executive Committee meeting is scheduled for December 2nd at 10:00 a.m. This will be the final meeting for NCKL/MPL Director Linda Knupp, and Collection Manager Marcy Allen prior to their retirements at the end of 2021.
- The next NCKL Directors Meeting is scheduled for December 9th at 10:00 a.m. Both meetings are scheduled to be held via Zoom.
- DIRECTOR'S REPORT: Six PWRL Staff Members attended the annual KLA Statewide Meeting virtually this year. The meeting was held face to face in Wichita, but due to local Covid complications, it was decided that it was not wise for PWRL to attend in person. The conference ran on the Whova App, and sessions that virtual attendees could view were very limited. This information was not made widely available prior to the meeting. The failure to disclose this fact was unfortunate, and the whole experience was somewhat disappointing.
- At the end of October, Jo Nehring, the PWRL Mini Librarian / Route Driver suffered a death in her family and asked to take time off. During KLA local Substitute Librarians covered the majority of the service hours at the Mini Locations. In November Rain Shultz-Pruner, the PWRL Assistant Branch Librarian took on the duties of the Mini Librarian / Route Driver to cover for Jo's absence. It was initially believed that Jo would be returning to the position, but she has now informed Judith that she will not be returning as the Mini Librarian.
- The loss of the Mini Librarian / Route Driver is a big problem for PWRL. This position touches each PWRL Location and is responsible for bridging any communication gaps while at the same time insuring continuity of goods and materials as they physically move these items around the two counties.
- Rain has been doing a good job, and the library could not have gotten through the past months if he had not stepped into this role, but he is needed elsewhere. Judith has been forced to move forward without the help that was expected, while at the same time her workload has doubled with the addition of grant management and preparation for the launch of the planned Internet Connected equipment loan project funded by these grants.
- Judith told the Board that she has had an application for a candidate that has the potential to be a good fit for the open Mini Librarian / Route Driver Position. In 2022 the budget for this position was set

at \$11.88 per hour. Given the critical nature of the job for maintaining the cohesiveness of the Library, and the fact that the job requires supervision of four different locations, and multiple employees, Judith asked the Board to allow her the ability to negotiate a higher rate of pay for this position, dependent on the qualifications of the applicant. After lengthy discussion Sandie Jensen moved that the Board allow Judith to negotiate a Salary of up to \$15.00 per hour for the Mini Librarian / Route Driver position, and to allow the transfer of up to \$5,000 from the Capital Improvement Fund in 2022 to cover this increase in the amount budgeted for the job. Peggy Adams seconded the motion and the motion carried.

- Rain is willing to continue to fill in at the Mini locations through the end of 2021. Other staff members have scheduled leave time throughout December. At this point Judith believed that it would be possible to cover all PWRL service hours by shifting existing staff members in the short term, but PWRL has been chronically short-handed for a long time and the stress of this is cumulative.
- Judith reported that she has received official notice that Jan Brown, the Eskridge Branch Librarian, will be retiring from the Library at the end of 2021. Patty Knudson, the Eskridge Substitute Librarian, is interested in the position, and Judith will be talking with her further about this soon.
- On November 1st Judith worked with staff from Salina Blueprint to install the new computer, monitor, and microfilm machine that the Library was able to purchase with memorial money and donations from the Eskridge United Church. The old microfilm machine was given away to an Eskridge patron who was happy to get it.
- There were continuing problems with Internet and Telephone Service from Mercury Wireless at Eskridge and Harveyville. Judith and Rain will continue to communicate with Mercury Staff to try to improve the service.
- An Onaga Staff member was ill on November 8th, and because of a communication error worked at the Library anyway. The following week she called in with a positive covid-19 test. Staff who were exposed were tested and thankfully there were no other cases. Other staff members were shifted to cover for her absence while she recovered.
- The City of St. Marys crew came last week and accomplished some of the maintenance jobs that needed to be done. The new library bookdrop PWRL acquired from the Dodge City Public Library was bolted to the pavement in front of the entrance. The bike rack was straightened, painted, and bolted to the pavement. The old bookdrop was removed from the pavement on the front porch. It will be repainted and sent to Onaga in the New Year for use at that location.
- 2020 LIBRARY AUDIT: PWRL's required annual audit was finally completed by Varney and Associates in November. All requested information was sent electronically, and PWRL did all that we could to accommodate various challenges that the auditor had in her personal life that prevented the audit from being completed sooner. The auditor noted that there were no inaccuracies or areas of concern and indicated that the Library had a clean audit. Copies of the audit letter and audit report were mailed as part of the November Board Packet for the Board's consideration. After discussion, Peggy

Adams moved that the Board accept the 2020 Library Audit as presented. Alicia Matson seconded the motion and the motion carried.

- ARPA & OTHER GRANT OPPORTUNITIES: PWRL received a funding commitment letter on October 25, 2021. The Library received a funding commitment totaling \$57,012 for the purchase of approved chromebooks and Internet hotspots. As mentioned above, there have been some challenges in working with the ECF to receive the reimbursement that have been allocated and approved. The request by the ECF reviewer for a copy of PWRL eligible use policy was also an unexpected shock as it was believed that the Library would have until the end of the federal fiscal year, June 30, 2022, to have the policy written and approved.
- PWRL also received a \$5,000 health and wellness grant from the Kansas Library Association (KLA) to build a pocket park area at the St. Marys Headquarters Library. When Judith contacted the City of St. Marys to tell them about the grant, and to ask for their assistance with necessary concrete work, she was asked to provide documentation to illustrate the work that needed to be done. Judith provided a map, pictures with arrows, and a detailed list of projects that needed the approval and assistance of the city work crew.
- A portion of the \$25,000 ARPA grant that PWRL received through the Kansas State Library and funded by the Institute of Museum and Library Services (IMLS) was earmarked for the purchase of content for the Overdrive Sunflower eLibrary digital audiobook and eBooks collection that PWRL subscribes to for our patrons. \$500 of that amount was used to purchase an API connection between Overdrive and PWRL's Online Library Catalog. Staff from Auto-Graphics, PWRL's Online Catalog Vendor will assist with the configuration of this new service. Once it has been implemented, patrons and staff will be able to search PWRL's Catalog and find Overdrive digital audiobooks and eBooks that they can then borrow immediately with their PWRL Library Card. They will not need to go to a separate Overdrive APP, but can do all their searching, for materials in multiple formats, all in one place. The biggest plus is that PWRL will not need to add or maintain catalog records in PWRL's Online Catalog for the items in the Sunflower eLibrary collection. The software connection will provide the necessary bridge that makes this process unnecessary.
- Judith told the Board that she was still working with the Wabaunsee County Economic Development Office to see if it would be possible for them to assist the Library with the purchase of the items needed to allow the circulation of the new Chromebooks and Internet hotspots purchased with ECF funding. The ECF guidelines prohibit purchase of separate warranties, cases, storage boxes, charging and security equipment, yet these things are necessary if the devices are going to be loaned to the public through regular library channels. For this reason, PWRL will need to find another way to fund the purchase of these items, and Judith is hopeful that the WB County Eco Devo will have additional grant funds that they will be willing to put toward this purpose.
- The 100 Chromebooks, purchased from Network Computer Solutions in St. George, were delivered on November 17th. On Friday, November 19th, all St. Marys Staff pitched in to unbox the machines,

record the inventory information required by the ECF, barcode and label the devices, and put on the hard cases that were bundled with the chromebooks. Judith requested documentation from the vendor on how to manage the google workspace license that also came with the chromebooks. She received an email with PWRL's user name and password, and a message that provided a link to the Google help page. That was the full extent of the documentation that the Library received on the Chromebooks.

- **HEALTH INSURANCE FOR LIBRARY EMPLOYEES:** When PWRL was working through the 2022 Library Budget Process it was suggested that there might be some possibility that Pottawatomie County might be able to assist the Library with securing Health Insurance for full time Library Staff Members. Judith reminded the County Commissioners of this at the Pottawatomie County Budget Hearing in June 2021. She also called and spoke with Pat Weixelman, the Pottawatomie County Commission Ex-Officio Member on the PWRL Library Board, prior to the October Library Board Meeting. At that time, he asked for a list of Library employees who would be eligible for Health Insurance, should it become available. Judith emailed the requested list to the Pottawatomie County Clerk and verified that she would pass it along to the County Commissioners. She reported that she has not heard anything further on the subject since that time.
- Colette Goldade, PWRL Collection Manager, requested to speak with the Board about the subject of Health Insurance. She explained that the lack of health insurance was a real hardship for some current PWRL Employees. The lack also makes it very hard to recruit new staff members to the Library. The Board discussed the situation at length. Board Member Sandie Jensen agreed to follow up with Pat Weixelman to see what the library could do now to make the offer of Health Insurance for full time Library Staff a possibility during the upcoming 2023 Budget Process.
- **KANSAS READS TO PRESCHOOLERS – NOV. 1ST – 6TH:** Each PWRL Branch Location had special readings and craft projects scheduled with children at schools and daycares to celebrate this year's One Book, One State Program. The book selected for 2021 was *Grumpy Bird* by Jeremy Tankard. Unfortunately, due to various Covid exposures, it became necessary to reschedule the readings at both Eskridge and Onaga. Both events were eventually held though, and the kids had a great time.
- **NEW BUSINESS**
- **PANDEMIC ACTION PLAN – POLICY CHANGE:** A draft of the revised PWRL Emergency Plan, including the Pandemic Action Plan, was emailed as part of the November Library Board Packet. In 2021 PWRL continued to pay staff for regularly scheduled hours when they were forced to be absent from the Library due to Covid-19 exposure or infection. The updated policy will allow all full-time staff to use any earned leave time for such absences. Under the new policy both full and part time staff will be allowed to request that they make up time missed due to Covid complications. If make up time is approved by the director, the details will be negotiated, and the makeup time will need to be completed within the

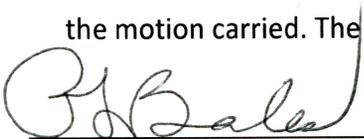
payroll period in which the employee is able to return to work. This change in policy would be scheduled to go into effect on January 1, 2022. After lengthy discussion Sandie Jensen moved that the Board approve and adopt the revised PWRL Emergency Plan, including the Pandemic Action Plan. Peggy Adams seconded the motion and the motion carried.

- **COMPUTER AND INTERNET SAFETY – POLICY CHANGE:** As explained earlier in the meeting, the ECF reviewer working on PWRL’s reimbursement request has asked for a copy of the Eligible Use Policy that the Library will be using with patrons who certify that they have a need for the Internet Connected Devices and wish to borrow the devices purchased with ECF funding. Judith revised PWRL’s Internet Access and Computer Safety Policy, adding wording recommended by the American Library Association (ALA) to meet the requirements for accepting federal funding through the ECF. After discussion, Peggy Adams moved that the Board approve and adopt the revised Internet Access and Computer Safety Policy as presented. Paulette Simecka seconded the motion and the motion carried.
- **RESOLUTION ON GAAP WAIVER FOR THE 2021 FINANCIAL YEAR:** After discussion, Sandie Jensen moved that the Board approve a Resolution for a GAAP Waiver and allow the appropriate officers to sign. Paulette Simecka seconded the motion and the motion carried. This resolution will allow the auditor to prepare the annual audit for the 2021 financial year using a cash basis format.
- **DIRECTOR’S CONTRACT AND VACATION:** The Board discussed the Director’s proposed contract for 2022. The salary in the proposal is equal to the amount budgeted for the Director’s salary in the 2022 Library Budget. The proposal includes 22 days of earned vacation time, as allowed per library policy for a director having worked for five years or more in that position.
- After discussion, Alicia Matson moved that the Board offer the current director the proposed contract for 2022. Paulette Simecka seconded the motion and the motion carried.
- Judith Cremer, the current PWRL Director, accepted the Board’s offer.
- **2022 PAYROLL:** After discussion, Sandie Jensen moved that the Board approve the 2022 payroll not to exceed \$465,330.00 which includes both the general and employee benefit funds, plus an approved transfer of up to \$9,576.00 from the Capital Improvement Fund to the General Fund for salaries and wages. This amount includes \$4,576.00 approved during the regular PWRL Library Budget Process to fund a 2% increase in staff salaries for 2022, and an additional \$5,000 approved this month to allow an increase in the amount available to hire a new PWRL Mini Librarian / Route Driver. Peggy Adams seconded the motion and the motion carried. The passage of this motion allows EFT transfers for payroll in 2022, even if any issues with scheduling, or the lack of a quorum, were to prevent a regular Library Board Meeting.
- **STATE GRANTS-IN-AID:** Pam Bales moved that the appropriate officer be allowed to sign the 2022 grant application when it is received, if a signature is required. Peggy Adams seconded the motion and the motion carried.

- **CAPITAL IMPROVEMENT FUND:** Paulette Simecka moved that any unexpended amounts in the 2021 General and Employee Benefit Funds be transferred into PWRL’s Capital Improvement Fund once the financial year has been closed. Alicia Matson seconded the motion and the motion carried.
- **CIVIL RIGHTS COMPLIANCE FORMS:** Paulette Simecka moved that the Board allow the appropriate officers to sign the Civil Rights Compliance Forms when they arrive, if signatures are required. Sandie Jensen seconded the motion and the motion carried.
- **HOLIDAY OPEN HOUSES AT THE LIBRARY:** Holiday Open Houses are scheduled at each PWRL locations as follows:

Location	Date	Time
Westmoreland	Saturday, Dec. 4, 2021	10:00 a.m. – 1:00 p.m.
Eskridge	Wednesday, Dec. 22, 2021	2:00 p.m. – 6:00 p.m.
Onaga	Monday, Dec. 20, 2021	
Harveyville	Saturday, Dec. 11, 2021	10:00 a.m. – 11:30 a.m.
St. Marys	Tuesday, Dec. 14, 2021	10:00 a.m. Storytime; 1:00p.m.–3:00p.m.
Alma	Friday, Dec. 17, 2021	10:00 a.m. – 12:00 p.m.
Alta Vista	Wednesday, Dec. 8, 2021	
Olsburg	Thursday, Dec. 9, 2021	

- **BOARD MEETING DATES FOR 2022:** The December Board Packet is scheduled to be emailed to the Board on Wednesday, December 15th. The plan for signing checks is as follows: The checks will be delivered for signature to Pam Bales at Alma on Wednesday, December 15. Peggy Adams and Paulette Simecka will come to the library at St. Marys and sign checks on Thursday, December 16th. If circumstances change, other Board members may be called on to coordinate and sign checks as needed.
- The next Library Board Meeting will take place Wednesday, January 26, 2022, at the St Marys Headquarters Library.
- **ADJOURNMENT:** Alicia moved that the meeting be adjourned. Sandie Jensen seconded the motion and the motion carried. The meeting was adjourned at 12:40 p.m.



Chairman



Secretary