

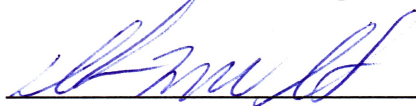
- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, January 25, 2017 at the St Marys Headquarter Library.
- CALL TO ORDER: Chairman Deb McClain-Williams called the meeting to order at 5:30 p.m. Linda Tessendorf was Secretary. Others present were board members: Paulette Simecka, Pam Bales; Pat Weixelman, Pottawatomie County Commissioner; Elizabeth Tschetter, Assistant Director; and Judith Cremer, Director.
- ADOPTION OF THE MEETING AGENDA: Pam Bales moved that the agenda be adopted as presented. Paulette Simecka seconded the motion and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE NOVEMBER 30, 2016 MEETING: Pam Bales moved that the minutes be approved as presented. Paulette Simecka seconded the motion and the motion carried.
- CORRESPONDENCE AND COMMUNICATION: The Library and Board received thank you cards from Elizabeth Tschetter, Assistant Director; Joyce Mathies, Alma Branch Librarian; and Julia Anderson, Alma Substitute Librarian for their raises in salary. The Library and Board received thank you cards from Deborah Eiche in response to the memorial sent from the flower fund on behalf of the Library in response to her mother, Delores Holz' passing; and from Colette Goldade in response to the flower fund memorial sent on behalf of the Library in response to her father's passing.
- REPORT OF TREASURER: Peggy Adams, Board Treasurer, was absent from the meeting, so the Report of the Treasurer was given by Judith. The Library received ad valorem funds on December 13, 2016 amounting to \$1370.28 from Wabaunsee County. Of that amount, \$1,188.84 was allocated to the General Fund and \$181.14 was allocated to the Employee Benefits Fund. The Library received ad valorem funds on January 17, 2017 amounting to \$64,143.24 from Wabaunsee County. Of that amount, \$57,515.27 was allocated to the General Fund and \$6,627.97 was allocated to the Employee Benefits Fund.
- APPROVAL OF BILLS: After discussion, Paulette Simecka moved that the Board approve and pay the bills as presented. Pam Bales seconded the motion and the motion carried.
- NCKL REP. REPORT – DIRECTOR:
  - Judith will attend an NCKL Executive Board Meeting at the Capitol in Topeka tomorrow, January 26, in conjunction with the 2017 Kansas Library Association Legislation Day. Judith has also made appointments to speak individually with the Senators and Representatives who serve Pottawatomie and Wabaunsee Counties.
- REPORT OF DIRECTOR:
  - Several of the staff members have been affected by illnesses this year. Staff has been shifted to fill in as needed.
  - Delores Holz, the mother of Deborah Eiche, the PWRL's Processing Consultant, passed away on December 30, 2016. A flower fund memorial was sent on behalf of the Library and Board. Deborah took funeral leave as allowed by library policy.
  - The father of Colette Goldade, an Assistant Branch Librarian at St. Marys, passed away on January 7, 2017. A flower fund memorial was sent on behalf of the Library and Board. Colette took funeral leave as allowed by library policy.
  - Judith interviewed another candidate for the open Collection Development position last week. Michelle Pedergnana has since been hired to fill the position and is schedule to start February 1st. Judith is

optimistic that Michelle will be a good fit within our current staff. Judith and other staff members have been working to organize the Collection Development workspace in anticipation of Michelle's first day.

- PWRL purchased 14 computers and 4 printers in December, as directed by the Library's Technology Replacement Schedule. The computers will be installed at various library locations based on need, and the printers will be installed at the four Mini Libraries to replace outdated technology at those locations.
- We have been working on printing out and distributing updated service brochures. Copies are now available at each location, and each brochure is available for download on PWRL's web site.
- UNFINISHED BUSINESS:
- WESTMORELAND SERVICE HOURS:
- Staff has been collecting statistics that record patron traffic and hours of use at each Mini Library location in order provide the best comparison for service needs at Westmoreland.
- Judith and Wendi Rogers, Mini Librarian/Route Driver, attended a Westmoreland City Council Meeting on January 12th at 7:00 PM. They brought more books to be donated to the jail, as previously arranged.
- Judith advised the City Council that the extended services hours at the PWRL Westmoreland Mini Library had been changed to 2:00 p.m. - 6:00 p.m. on Thursdays. PWRL has tracked the patron traffic since starting the extended hours in September 2016 and very few patrons have visited the library after 6:00 p.m. during this period. There was also a scheduling problem that affected our library staff member's ability to work past 6:00 p.m. after the first of the year.
- In order to improve Westmoreland patrons' ability to use the library during non-business hours, PWRL has developed a new reserve and pickup service in partnership with the Westy Country Market, located across the street from the Westmoreland Mini Library at 314 Main Street in Westmoreland. The Westy Country Market is open Monday-Saturday 8AM-7PM and Sunday 9AM-2PM. Library Patrons can request materials, in person, via phone, or through their online library account, and ask that it be delivered to the Westy Country Market to be picked up at their convenience. Materials delivered to the Westy Country Market will be packaged for privacy and labeled with the patron's name. They will be given to the patron on request and can be returned to the library either in person or via the bookdrop located beside the library. Judith felt that the Westmoreland City Council reacted positively to the new service.
- The Westmoreland City Council expressed interest in assisting with the Summer Reading Program. Judith welcomed any volunteers and advised the Council that activities for the program had not yet been fully developed, but she would gladly let them know when the program gets a little closer.
- Mrs. Goodenow advised Judith and Wendi that the next Westmoreland Library Committee meeting has been scheduled for February 6th. Judith and Wendi acknowledged that they would try to attend.
- NEW BUSINESS:
- 2017 LIBRARY CALENDAR: The 2017 Library calendar has been compiled and reviewed by staff. The calendar lists dates Storytime and the annual Summer Reading Program. It also list the details for the monthly PWRL Mini collection rotation schedule, the bi-monthly NCKLS book rotation, special library events, community events, staff birthdays and work anniversaries, and due dates for administrative reports, timesheets, and statistics. Judith distributed a copy of the calendar to board members and requested that she be made aware of any conflicts as soon as possible. PWRL's calendar is built on the Google Calendar and is viewable by all library employees at any time. It can also be printed for staff convenience.
- SUMMER READING PROGRAM / SUMMER FOOD PROGRAM – 2017 THEME: BUILD A BETTER WORLD:
- The 2017 Summer Reading Program will run from June 5-July 29, which is an 8-week program starting on the first Monday of June. The prizes and supplies have been ordered. In addition, a Lego set has been purchased for each location to tie into the "Build a Better World" theme. The manuals have been distributed this year via USB flash drives and have been made available for staff to share through

PWRL's Dropbox account. One paper copy of the manuals is also available at the St. Marys headquarters library. We will soon start on flyers and creating calendars to announce the Summer Reading Program activities at each library location.

- This year, Judith was approached by Northeast Kansas Catholic Charities about a food program for Summer Reading Program. Judith is meeting with Denise Ogilvie this coming Friday to discuss possibilities for the 2017 program year.
- The St Marys Branch Library has also been contacted by members of the city's chapter of Knights of Columbus, who have also offered to assist in this year's meal program.
- E-RATE APPLICATIONS: The Universal Service Administrative Company and the FCC have processed and approved the appeals the library submitted in order to refile the reimbursement forms for PWRL's internet and telephone services for the July 2015-June 2016 program year. All applications have been submitted and the library is expecting the total reimbursement amount of \$7,690.53.
- PUBLIC LIBRARY REPORT: The annual Public Library Report is due on February 10. The draft is currently in the process of being completed and Judith said that she expected it to be submitted on time. The State Library now makes it a requirement that this annual report be submitted in order for the library to retain eligibility for State Aid Funding.
- Part of the report is the Civil Rights Certification which the Board moved to approve at the November 2016 Board Meeting. As Board Chair, Deb McClain-Williams provided the required signature.
- Since 2003, the amount of State Aid made available to PWRL has decreased by 42%, totaling an overall loss of \$7,903.31 as of 2016.
- EVALUATION OF THE DIRECTOR: The Evaluation of the Director form was included in January's board packet. The Board agreed that they would complete the forms individually and combine their responses at the February 2017 board meeting.
- BOARD MEETING DATES FOR 2017: The tentative board meeting dates for 2017 were included as part of the January Board Meeting agenda. Judith requested that the Board members advise her of any possible conflicts. She also requested that the members consider brainstorming for a desirable venue for the Board/Staff function scheduled to take place on April 26, 2017. The venue would need to be able to accommodate 25-30 people.
- ADJOURNMENT: Linda Tessendorf moved to adjourn the meeting. Paulette Simecka seconded the motion and the motion passed. The meeting was adjourned at 6:40 PM.



Chairman



Secretary

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