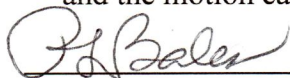


- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, January 30, 2018 at the St. Marys Headquarters Library.
- **CALL TO ORDER:** Chairman Pam Bales called the meeting to order at 5:30 PM. Linda Tessoroff was Secretary. Paulette Simecka was Treasurer. Others present were board member: Nina Imthurn; Pat Weixelman, Pottawatomie County Commissioner; Elizabeth Tschetter, Assistant Director; Judith Cremer, Director.
- **ADOPTION OF THE MEETING AGENDA:** Paulette Simecka moved that the agenda be adopted as presented. Nina Imthurn seconded the motion and the motion carried.
- **APPROVAL OR CORRECTIONS OF MINUTES OF THE NOVEMBER 29, 2017 MEETING:** Nina Imthurn moved that the minutes be approved as presented. Paulette Simecka seconded the motion and the motion carried.
- **CORRESPONDENCE AND COMMUNICATION:** The Board received a thank you card from Joyce Mathies, Alma Branch Librarian, for her annual raise and the sympathy card sent upon her husband's passing. The Board received a thank you card from Julia Anderson, Alma Substitute, for her annual raise. The Board received a thank you card from the family of Melanie Abitz for the memorial and sympathy card sent following her death. Melanie served on the PWRL Board of Trustees from Dec. 2002 – April 2011. For much of that time she served as Board President, and was a tremendous library supporter. She passed away on January 13th and will be greatly missed.
- **REPORT OF TREASURER:** Paulette Simecka, Board Treasurer, reported that on December 8, 2017, the Library received ad valorem funds from Wabaunsee County in the amount of \$390.44. Of that amount, \$334.44 was allocated to the General Fund and \$56.00 was allocated to the Employee Benefits Fund. The Library received ad valorem funds from Wabaunsee County on January 10, 2018, in the amount of \$67,430.37. Of that amount, \$60,539.54 was allocated to the General Fund and \$6,890.83 was allocated to the Employee Benefits Fund. The Library received ad valorem funds from Pottawatomie County on January 26, 2018, in the amount of \$228,000.00. Of that amount, \$205,000.00 was allocated to the General Fund and \$23,000.00 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. Nina Imthurn seconded the motion and the motion carried.
- **NCKL REP. REPORT – DIRECTOR:** Judith attended an NCKL Executive Committee meeting on January 25, 2018. Topics of discussion included KLA Legislative Day, staff development, library risk assessments as performed by Homeland Security, and NCKL bylaw revisions.
- **REPORT OF DIRECTOR:**
- Judith attended the annual KLA Legislative Day at the State Capitol on January 23. She met with all 6 legislators representing the PWRL service area, shared photos of library events, discussed concerns about continuing decreases to Library State Aid funding, and presented each with a gift bag which included a copies of PWRL's annual report and service brochures, as well as a box of homemade cookies shaped and decorated to look like the two counties.
- Judith noted that PWRL paid the annual fee of \$6,405 for the statewide courier service this month. In 2017, PWRL sent 3,488 items via the courier service, which would cost \$10,533.76 if sent via the postal service. This means that participation in the courier service amounted to an overall net savings of \$4,128.76 for the library.
- Judith distributed the revised Board member list and had each of the board members present verify that their contact information was accurate.

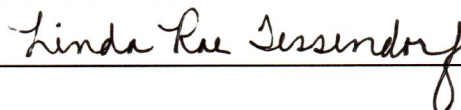
- Sandie Jensen's term on the Board will expire at the end of April. Judith spoke with Sandie and she is willing to continue on the Board. Judith has submitted a recommendation that the Wabaunsee County commission reappoint Sandie Jensen for her first full term covering the period of May 1, 2018-April 30, 2022.
- Deb McClain-Williams' term on the Board will also expire at the end of April. Deb has served a portion of an un-expired term, plus two full four year terms on the Board, and is not eligible for further appointment. Judith has talked with Deb regarding candidates for her position on the Board, and will keep the Board informed as they work through the process.
- On January 11, the St. Marys Branch and Westmoreland Mini locations were closed due to inclement weather. The Olsburg Mini location was closed during the day, but opened for its evening hours.
- On January 26, Eskridge had no heat. The owner of the building subsequently replaced the furnace on January 29. Eskridge has also reported some roof leaks, which the owner has been working to resolve. He has advised the Library that he intends to replace the roof of the building when the weather allows.
- There has been some communication with Eskridge city officials who expressed concern about wireless access from the library during non-business hours. At this time, we have been advised to wait and see the results of other actions being taken to control the situation at that location.
- All of PWRL's service brochures have recently been updated. Copies of the revised brochures will be going out to all PWRL locations soon. Copies of the brochures are also available for download from the PWRL website.
- A news release has been sent to all the local newspapers about Storytime, which will resume at all locations during the first week of February.
- Due to other obligations, Judith has not yet had the opportunity to start reviewing current PWRL policies for possible revision. She said she would have a policy review schedule for the Board's consideration as soon as her work flow allows.
- STAFFING: Judith interviewed and hired candidates to fill two open positions at the PWRL Alma Branch Library during the last week of December. Lorelei Wilson was hired as the new Assistant Branch Librarian and Donna Siebert was hired as a Substitute Librarian. Judith spent much of the second week of January training the new staff at Alma.
- Judith also noted that she has an interview for the open Collection Management position scheduled for February 8th.
- UNFINISHED BUSINESS:
CIVIL RIGHTS COMPLIANCE FORMS: The Board approved a motion at the November 29, 2017 Board meeting to allow the appropriate officers to sign the Civil Rights Compliance forms that are part of the annual Kansas Library Report. Chairman Pam Bales signed the forms.
- NEW BUSINESS:
WESTMORELAND – DONATION LETTER: PWRL received a letter on January 19, 2018 from the City of Westmoreland that included a memorandum of understanding to be signed by the PWRL Board. The purpose of the letter was to work out the transfer and maintenance of a collection of donated materials the City of Westmoreland collected in anticipation of assuming management of the Westmoreland Mini Library. Following a failed vote of the citizens of Westmoreland to allow the change in the management of the library at that location, the intent of city officials was then to donate the collected items to PWRL.
- The stipulations that the donated books would be maintained permanently at the Westmoreland Mini library in a specified area, would not be part of PWRL "Inter-library" loan system, and would only be available to Westmoreland area patrons were of concern to the Board, as this is contrary to PWRL's Collection Development and Gifts and Donation Policies, and is a direct violation of the agreement PWRL signed to gain eligibility to participate in the Statewide Interlibrary Loan system.
- After discussion, the Board directed Judith to reply to the City of Westmoreland that, although they had concerns, they would agree in this case to try to accommodate the City's request. The Board agreed that

100 items could be accepted and housed on a permanent basis at Westmoreland. More than this would, because of the limited shelf space available at that location, inhibit PWRL's ability to maintain a viable and fresh collection through the monthly restocking of the shelves from the full collection maintained by the Regional Library. The Board asked that an itemized list of the items to be donated be forwarded to the Director for the Board's consideration at their March meeting.

- 2018 LIBRARY CALENDAR: An updated copy of the 2018 PWRL Calendar was included in the monthly Board packet. Judith requested that Board members review the calendar and advise her of any changes, including additions, edits, or other corrections.
- SUMMER READING PROGRAM/SUMMER FOOD PROGRAM- 2018 THEME: LIBRARIES ROCK: PWRL has received the items ordered to serve as prizes for the 2018 Summer Reading Program. The annual NCKL Summer Reading Workshop is scheduled for March 1st. Individuals from each location will attend. On March 9th, there will be a staff meeting to discuss the SRP and Summer Food Program. The Library will again partner with Catholic Charities, and a representative from Catholic Charities will complete training with staff during the staff meeting.
- E-RATE APPLICATIONS: PWRL has submitted the initial E-RATE form 470 indicating that the library will be needing telephone and internet services for the 2018-2019 fiscal year. This form must be posted for 28 days, and then the library can submit the form E-Rate 471 requesting specific telecommunication services for that time frame. Ideally, we would like more options for internet service providers in Wabaunsee County, as our internet in those locations is not adequate for the needs of patrons and staff at those library locations.
- PUBLIC LIBRARY REPORT: The deadline for the annual Public Library Report is February 9th. The draft of the report is currently on Judith's desk, ready for review. State Aid funding for Public Libraries is now contingent on the successful completion of this report. Judith said that she expected it to be submitted on time.
- 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 28, 2018 board meeting.
- BOARD MEETING DATES FOR 2018: The next Library Board meeting will be held on Wednesday, February 28, 2018, at the St Marys Branch Library and is scheduled to start at 5:30 p.m.
- ADJOURNMENT: Paulette Simecka moved to adjourn the meeting. Nina Imthurn seconded the motion and the motion carried. The meeting was adjourned at 6:35 PM.



Chairman



Secretary