

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, February 22, 2017 at the St Marys Headquarters Library.
- CALL TO ORDER: Chairman Deb McClain-Williams called the meeting to order at 5:30 p.m. Linda Tessendorf was Secretary. Peggy Adams was Treasurer. 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 amended to include Dollar General Grant as item number 3 under New Business. Peggy Adams seconded the motion and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE JANUARY 25, 2017 MEETING: Pam Bales moved that the minutes be approved as presented. Paulette Simecka seconded the motion and the motion carried.
- CORRESPONDENCE AND COMMUNICATION: None
- REPORT OF TREASURER: Peggy Adams, Board Treasurer, reported the Library received ad valorem funds on January 27, 2017 amounting to \$224,000 from Pottawatomie County. Of that amount, \$201,000 was allocated to the General Fund and \$23,000 was allocated to the Employee Benefits Fund.
- APPROVAL OF BILLS: After discussion, Peggy Adams 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 attended NCKL Executive Board Meeting at the Capitol in Topeka on January 26 in conjunction with the 2017 Kansas Library Association Legislation Day. Judith met and spoke individually with the Senators and Representatives who serve Pottawatomie and Wabaunsee Counties. NCKL presented the legislators with care packages and PWRL included updated copies of PWRL's service brochures along with a handmade box filled with homemade cookies shaped like Pottawatomie and Wabaunsee Counties.
- REPORT OF DIRECTOR:
 - All encumbrances for the 2016 financial year were cleared in February allowing the final financial sheets for 2016 to be completed and sent with the February Board packet. The Library has traditionally closed the fiscal year in March so we are a little ahead of schedule this year.
 - Per the Board's motion at the November Board Meeting, the unexpended amounts in the 2015 general and employ benefits funds in the amount of \$36,913.90 will be transferred to the Capital Improvement Fund. This will bring the total sum in the Capital Improvement Fund is \$149,554.48.
 - PWRL has contracted with Varney's and Associates since 1989 to complete the required annual audit of the Library's financial reports and practices. Varney's has presented a proposal for completing the Library's 2016, 2017, and 2018 audits. They propose a charge of \$2400 for the 2016 audit, \$2450 for the 2017 audit, and \$2500 for the 2018 audit. Varney's current policy is to not perform any audits for under \$5000, but they have made an exception for some of their long time clients, which includes PWRL.
 - Judith noted that the library has a long relationship with Varney's, and the level of communication and rapport we have with them is excellent. Judith expressed a desire to renew the contract and keep Varney's and Associates as auditors because of this long standing relationship. After discussion, the Board agreed by consensus to move forward with the contract for the 2016, 2017, and 2018 audits with Varney's and Associates.

- Michelle Pedergrana, newly hired PWRL Collection Manager, started on February 1st. After a good first week, she was unfortunately ill all last week. Not having yet earned any sick time or vacation, she will take a week of leave without pay to cover the absence.
- Judith has been training Michelle and several book orders have been placed. Judith is hoping to move toward a more regularly scheduled ordering system now that the Collection Manager position has been filled.
- The Library has received notification from the State Library that PWRL will receive \$7,678.00 in State Aid funding for 2017. The Library will use the funds to pay \$3,862.00 in two payments to NCKL for our annual contracting library fee. \$3,000 is budgeted towards the Sunflower eLibrary digital audio and e-books service. The remaining \$816.00 will be used to purchase additional children's books. The amount of the State Aid made available to PWRL was decreased by 3% from the amount paid in 2016. Since 2003, PWRL has seen an overall decline in State Aid funding of 45%.
- Stephanie Henderson, a volunteer at St. Marys Headquarters Library, passed away on January 28. She was only 20. A memorial was sent from the library flower fund on behalf of the Library and Board.
- The Kansas State Historical Society recently disseminated a list of the Kansas newspapers scheduled for digitization. While the current list does not include any local newspapers, this resource will become more and more useful for local history researchers as they build the content and make it available online at Newspapers.com. Reference requests are even now being routinely handled by accessing this site, and patrons who are served have been very appreciative.
- UNFINISHED BUSINESS:
- WESTMORELAND MINI LIBRARY:
The Library sent out a news release to be included with the City of Westmoreland utility billing on January 31, 2017. The news release described the new reserve and pick up service available in Westmoreland that allows patrons to use the library during non-business hours by requesting their library materials be delivered to the Westy Country Market to be picked up at their convenience. Materials delivered to the Westy Country Market will be checked out to the patron's account by library staff, packaged for privacy, and be labeled with the patron's name. The materials will be given to the patron on request and can be returned to the library either in person or via the book drop located beside the library.
- Judith and Wendi Rogers, Mini Librarian / Route Driver, attended a Westmoreland Library Committee meeting on February 6th. At the meeting, the question of using volunteers to staff the library was again brought up. Judith reminded committee members that it is the Library Board's policy that a paid staff person must be in charge of the collection and of maintaining the schedule when a library location is open for business. Any change to this policy would need to be approved by the Library Board.
- Further discussion at the Westy Library Committee meeting focused on the value of using volunteers to assist with the organizing, advertising, and conducting programming to engage and benefit the community. Judith asked the committee to brainstorm and create a list of program ideas that could be used to support PWRL's annual summer reading program. She asked that they compile a list of individuals that would be capable and willing to present programming and that she would be happy to work with them on the feasibility and logistics of scheduling the programs. Judith confirmed to the group at their inquiry that she would have final approval for all programs.
- Judith told the Board that she has consulted with Diane Turnbull, PWRL's insurance agent, and after discussing the situation, Diane stated that requiring a paid staff person to be in charge when the library is open for business was a sound policy and she felt that the increased liability that the Library would potentially be exposing itself to by allowing volunteers to take on this responsibility would not be considered favorably by the insurance underwriters.
- Since the Westmoreland City Council contacted the Library in May 2016, the Library Board has tried to accommodate and address the concerns expressed by members of this group. The Board approved extended hours at Westmoreland starting in September 2016. The cost for staffing these additional hours was not part of the 2016 budget, but the Board still allowed it in an effort to address the situation.

Library staff worked to advertise the new hours by designing a box holder mailing flyer and delivering additional flyers to the Westmoreland Elementary School for each student to take home. Library staff worked with the Westy Library Committee to offer special programming at both Halloween and Christmas. More recently, the library developed a new reserve and pickup service to allow patrons to get desired materials at times that the library is not open for business. The Library has worked to fulfill its mission to provide the best possible library service within the limit of the resources available. After much discussion, the Board agreed by consensus to table the matter until such a time as the Westmoreland City Council and / or the Westmoreland Library Committee can formally articulate what needs for library service are being unmet in Westmoreland and what course of action they would like to see to remedy the situation.

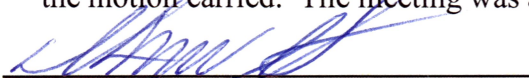
- SUMMER READING PROGRAM / SUMMER FOOD PROGRAM – 2017 THEME: BUILD A BETTER WORLD:
- In 2016, the Library's partnership with Harvesters allowed PWRL to serve almost 3,000 lunches to children under the age of 18 during the 8 week summer reading program. Overall, the staff felt that the food program was a success because it filled an unserved need in our communities. The two main areas of dissatisfaction with the program were the lack of variety in distributed food items and the staff feeling somewhat overwhelmed by the organizational problems that came with administering a new program outside the regular Library sphere.
- In the months since the end of the 2016 program, Judith has been communicating with Northeast Kansas Catholic Charities, who approached Judith about a partnership for the 2017 summer food program. Denise Ogilve, the Vice President of Outreach and Grants Management at Catholic Charities, has guaranteed improved food choices, including some fresh fruits and vegetables when available, in addition to more appealing shelf-stable options. She has also said that Catholic Charities staff will be able to deliver food to each individual site. This will lessen some of the burden of transporting the food deliveries through the regular weekly route as we did last year.
- Catholic Charities will provide the food for children under 18 participating in the summer food program at the library. They will also provide lunches that can be given to adults accompanying children who are attending the food program. Catholic Charities has also agreed that their staff will assist with coordinating volunteers to work the food program so that library staff can redirect their efforts to the reading activities portion of the summer program.
- A staff meeting is scheduled for March 3rd. Representatives from Northeast Kansas Catholic Charities will be present to answer any questions. The staff will also discuss their various communities' needs and work out the level of commitment for providing the summer food program at each location.
- The St. Marys' school district, USD 321, has also expressed a desire to provide food for the children in the community. The hope is that we can work out a partnership that will be mutually beneficial.
- The Knights of Columbus in St. Marys have also contacted the library with an interest in providing volunteers to assist with the summer food program.

- KANSAS PUBLIC LIBRARY REPORT: The annual Public Library Survey Report was due on February 10th and was submitted prior to this deadline. As previously mentioned, PWRL has already received notification of approval for its 2017 state aid funding on which the completion of the Public Library Survey is now contingent.

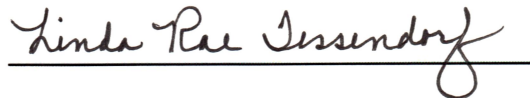
- NEW BUSINESS:
- VEHICLE REPLACEMENT CD: The vehicle replacement CD for the PWRL's 2012 Dodge Grand Caravan will mature on March 28, 2017. The Library depends on the van for transportation during the weekly route that picks up and delivers materials to each location. The interest rate on the current CD is .35% for a term of 12 months. After discussion, Pam Bales moved that the Board approve a new CD for vehicle replacement with an interest of .40% for a term of 12 months. Peggy Adams seconded and the

motion carried. With the Board's approval, the \$500 allocated for vehicle replacement in the 2017 budget will be added to the balance of the new CD.

- **TECHNOLOGY UPDATES:** The Library purchased 14 computers and 4 printers to replace equipment scheduled for replacement per PWRL's technology replacement schedule. Each mini location received a new all-in-one printer. The two circulation computers at St. Marys were replaced. St. Marys also received replacement computers for four patron machines. One patron computer was installed at the Westmoreland Mini Library, for a total of two patron machines at that location. Three patron machines were replaced at both Alma and Eskridge. One patron machine was replaced at Onaga.
- **DOLLAR GENERAL GRANT:** Abby Amick, who previously worked as the Wabaunsee County Economic Development Director, forwarded information about the Dollar General Literacy Foundation Grant to Judith. If approved, the grant would provide \$3,000 to assist with Summer Reading Program costs. Judith and Elizabeth have been working on the grant and the deadline is February 23. Submission of the grant requires approval from the Board. Pam Bales moved to allow the Library to submit the Dollar General Literacy Foundation Grant. Peggy Adams seconded and the motion carried.
- **EVALUATION OF THE DIRECTOR:** Pam Bales moved that the Board go into Executive Session for 15 minutes to discuss non-elected personnel with only the Board members present. Peggy Adams seconded the motion, and the motion carried. The Board went into executive session at 7:24 p.m. and came out at 7:39 p.m. When the Board reconvened, Judith was presented with a copy of the evaluation with the Board's combined comments. She was asked to review the document and will have the opportunity to ask any questions she may have at the meeting next month.
- **BOARD MEETING DATES FOR 2017:** Pam Bales moved that the July 2017 Board meeting be moved from Wednesday, July 26 to Tuesday, July 25. This meeting is scheduled to be held at the Alma Branch Library. Paulette Simecka seconded and the motion carried.
- **ADJOURNMENT:** Peggy Adams moved to adjourn the meeting. Pam Bales seconded the motion and the motion carried. The meeting was adjourned at 7:50 PM.



Chairman



Secretary