

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held at 5:30 PM on Wednesday, February 24, 2016 at the St Marys Branch Library.
- CALL TO ORDER: Chairman Ruth Messer called the meeting to order at 5:30 p.m. Linda Tessendorf was Secretary. Others present were board members: Deb McClain-Williams, Sandie Jensen, Paulette Simecka; Elizabeth Tschetter, Assistant Director; and Judith Cremer, Director.
- ADOPTION OF THE MEETING AGENDA: Deb McClain-Williams moved that the agenda be adopted as presented. Paulette Simecka seconded the motion and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE JANUARY 27TH MEETING: Deb McClain-Williams moved that the minutes be approved as presented. Sandie Jensen seconded the motion and the motion carried.
- CORRESPONDENCE AND COMMUNICATION: None
- REPORT OF TREASURER: None
- APPROVAL OF BILLS: After discussion, Linda Tessendorf moved that the Board approve the bills as presented. Ruth Messer seconded the motion and the motion carried.
- NCKL REP. REPORT – DIRECTOR:
  - The most recent Executive Committee meeting was on January 28, 2016. Judith attended and is working with NCKL staff to set up new signature cards and make arrangements for signing monthly checks in her role as the new Board President of the NCKL Executive Committee.
  - The next NCKL Executive Committee Meeting will be held on March 31, 2016 and Judith will be in attendance.
  - NCKL will host their annual Summer Reading workshop on March 10th. All of the branch librarians and their substitutes are registered to go, as well as Assistant Director, Elizabeth Tschetter, and Mini Librarian, Wendi Rogers. Judith will cover staffing hours at the Olsburg Mini Library that day.
- REPORT OF DIRECTOR:
  - Wichita State University conducted a study predicting population growth in each Kansas County up to the year 2064. Pottawatomie County's population is expected to double during that time period. Wabaunsee County's population is expected to stay the same or decrease slightly. This information will be important for strategic planning as the library moves forward.
  - Judith shared a payroll sheet comparing the difference in library staff take home pay for 2015-2016. After tax adjustment and withholdings the average percentage of increase for 2016 was 2.86%. The board approved a 3% salary increase for library staff in 2016 that includes 1.5% from the General Fund and 1.5% from the Capital Improvement Fund.
  - Judith spoke with the City of St Marys, and they are coordinating with Stoneworx to have the replacement limestone logo sign installed at the St. Marys Headquarters Library. Weather permitting, the sign will be installed on March 1st.
  - The City of Westmoreland has voted in favor of building an ADA-compliant bathroom in the Westmoreland Mini Library. The determined location of the bathroom required Judith and Wendi Rogers, the Mini Librarian / Route Driver to remove 4 ranges of shelving and relocate the patron computer from the back to the front of the library.
  - All encumbrances for the 2015 financial year were cleared in February so the final financial sheets for 2015 were completed and sent with the February Board packet. Updated pages were distributed to the Board at the February meeting due to a posting error in the supplies line. Julie will now contact the




auditor and make arrangements for the 2015 audit. The library has traditionally closed the fiscal year in March so we are a little ahead of schedule this year.

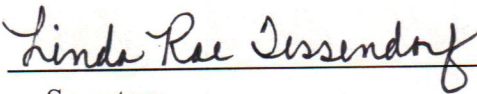
- Due to various repair and maintenance issues at the Eskridge Branch, Judith sent a letter outlining the problems that need to be addressed and asking Brian Johnston, the Eskridge building owner to contact her with a time line for completing the repairs. This letter was mailed along with the monthly rent check. Copies of the letter were sent to Sheila Johnston, Brian Johnston's mother, whose name is also on the building lease agreement. We have confirmation from the bank that the check was cashed, but Mr. Johnston has failed to respond. The phone number we have for him is not in service. The Board agreed that the next step is to call Mrs. Johnston. We will also withhold the next rent check until the maintenance issues at the Eskridge Branch have been addressed. Judith has talked with Jan Brown, the Eskridge Branch Librarian, and she is in the process of locating a local handyman and determining the cost of making the necessary repairs. If necessary, the library will contract to have the repairs completed and deduct the cost from following rent checks.
- We have been working on outreach and marketing at the Mini Library locations, including sending news releases regarding available services to community newsletters in Olsburg and Harveyville.
- The St Marys staff has been creating movie-related bookmarks promoting their First Thursday movie programs, including dates and times.
- Jenni McDaniel, the new Assistant Branch Librarian at the Alma Branch, has been actively promoting Alma's storytime on Facebook. This has resulted in as many as 15 children in attendance on February 23rd. This is up from a previous attendance rate of 0-2.
- VERSO, our online library catalog has announced that an upgrade to version 5.0 will be released on March 29th.
- UNFINISHED BUSINESS:
- BANK SIGNATURE CARDS: The Library Board members signed the new signature cards for Farmers' State Bank.
- ERATE APPLICATIONS: The e-rate 470 form was completed and certified on February 9th. This form must be posted online for 28 days before the e-rate 471 form can be submitted requesting reimbursement for internet and telecommunication services. The 472 BEAR form for Wamego Telco that was marked incomplete during the previous fiscal year has been completed and the reimbursement check should be coming shortly.
- PUBLIC LIBRARY REPORT: The annual Public Library Report was completed and submitted on February 9th; a day before it was due. PWRL has received confirmation from the Kansas State Library that the report has been received. We were also notified that the library would be receiving \$7,903.31 in State Aid funding in 2016. During the 2016 budget process it was estimated that the library would receive \$7372 in State Aid Funding this year. This means PWRL will be receiving \$531.31 more in State Aid than was expected.
- EVALUATION OF DIRECTOR: Deb McClain-Williams moved that the Board go into Executive Session for 30 minutes to discuss personnel with only the Board members present. Sandie Jensen seconded, and the motion carried. The Board went into executive session at 6:14 p.m. and came out at 6:44 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.
- NEW BUSINESS:
- VEHICLE REPLACEMENT CD: The Vehicle Replacement CD will mature on March 28th. The current balance is \$8,801.31. There is \$500 in the 2016 budget designated for vehicle replacement that will be added to that balance. The current vehicle is a Dodge Grand Caravan, purchased in Feb 2013 on State Contract for \$21,249.84 with trade-in. The current interest rate for a new CD is .35% for 12 months. After discussion Deb McClain-Williams moved that the Board approve a new CD for vehicle



replacement with an interest rate of .35% for a term of 12 months. Paulette Simecka seconded and the motion carried.

- 2016 LIBRARY CALENDAR: Judith sent copies of the Library Master Calendar with the February Board packet. She asked the Board to look at it and let her know if they noticed any programs or local events that were missing.
- HARVESTERS KIDS CAFÉ PROGRAM: Angela Jeppesen from Harvesters contacted Judith several weeks ago about library participation in the Kids Café Program. The program would provide free meals to children during the Summer Reading Program, and there is no cost to the library. All library locations are eligible, and the type of meals is based on eligibility levels at each individual location. At least one staff member at each location will have to pass a background check. Angela has agreed to attend the March 18th staff meeting to provide an overview of the program and answer any questions the staff may have about it.
- Representative from Empower Retirement will also be at the staff meeting on March 18<sup>th</sup> to enroll library staff members in the new KPERs 457 program.
- TECHNOLOGY UPDATES: Seven new computers were purchased at the end of 2015 to replace staff machines, per the library's technology replacement schedule. An additional computer was purchased at the beginning of this year for the bookkeeper because the old machine is not keeping up with the nature of the work. We have also been working to update all library computers to Windows 10. This needs to be completed by July to take advantage of Microsoft's free update.
- LIBRARY BOARD/STAFF FUNCTION: The Board/Staff function will be held on April 27th at the renovated Volland Store. The space usually rents for \$40/hour with a minimum of 4 hours. Joyce Mathies, the Alma Branch Librarian, was able to negotiate a deal, and paid a flat \$40 fee to reserve the space. The Volland store provides water, coffee, and tea. The Board discussed purchasing meals from the Alma Bakery and Sweet Shop for \$5.50/meal. A possible menu is still being discussed. Options for carpooling for both Board members and staff were talked about. The Board will finalize plans for the Board/Staff function at the March Board meeting.
- BOARD MEETING DATES FOR 2016: The next Library Board meeting will be held on Wednesday, March 30, 2016, at the St Marys Headquarters Library and is scheduled to start at 5:30 p.m.
- ADJOURNMENT: Ruth Messer declared the meeting adjourned at 7:28 p.m.

  
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Chairman

  
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Secretary