

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, February 28, 2018 at the St. Marys Headquarters Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:30 PM. Linda Tessendorf was Secretary. Paulette Simecka was Treasurer. Others present were board members: Nina Imthurn and Deb McClain-Williams; Elizabeth Tschetter, Assistant Director; 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 31, 2018 MEETING: Paulette Simecka moved that the minutes be approved as presented. Nina Imthurn seconded the motion and the motion carried.
- CORRESPONDENCE AND COMMUNICATION: None
- REPORT OF TREASURER: None
- APPROVAL OF BILLS: After discussion, Deb McClain-Williams moved that the Board approve and pay the bills as presented. Nina Imthurn seconded the motion and the motion carried.
- NCKL REP. REPORT – DIRECTOR:
 - The annual Summer Reading Program workshop hosted by NCKL will be tomorrow, March 1. All the Branch Librarians and Assistant Librarians, plus the Mini Librarian and Assistant Director will attend in preparation for the 2018 Summer Reading Program.
 - Judith will attend the next NCKL Executive Committee meeting on March 29, 2018.
- REPORT OF DIRECTOR:
 - Sandie Jensen's fulfillment of an un-expired term on the Board will expire at the end of April. The Wabaunsee County commission has confirmed the re-appointment of Sandie Jensen for her first full term covering the period of May 1, 2018-April 30, 2022.
 - The Public Library Report was successfully submitted by the due date on February 9.
 - PWRL has received the 2018 State Aid Funding disbursement. The amount estimated for State Aid when the 2018 budget was completed in June 2017 was \$7,443, based on projected cuts sent out by the State Library at that time. The Library actually received \$7,368.47, which is a 4% cut in aid from the 2017 State Aid disbursement. PWRL State Aid funding has been reduced by a total of 49% since 2003.
 - All future State Aid funding will be in peril if the President's recommendation to cut 100% of the federal funds for the Institute of Museum and Library Services is approved by Congress. Other services administered through the Kansas State Library including statewide databases, digital ebooks and audiobooks, and statewide interlibrary loan could also be eliminated due to a loss of federal funding for libraries.
 - Judith reported that she and Colette Goldade, PWRL's processing clerk, have been working on processing and cataloging an order from Baker and Taylor with 848 new books that will be out on the shelves soon.
 - On February 20, the St. Marys Branch and Alma Branch locations were closed due to inclement weather. On February 22, the St. Marys Branch was closed due to inclement weather.
 - The husband of former PWRL Board Member, Peggy Adams, passed away on February 23. A card and donation from the PWRL flower fund were sent from the PWRL Staff and Board. Judith was able to attend the grave side service.
 - On February 26, the staff celebrated Carole Moege's retirement with a dinner at Alma's new Mexican restaurant. Carole worked as Alma Branch Substitute from May 2004-December 2017.

- The PWRL annual Board/Staff function will take place on April 25. Judith suggested that the function take place at Volland after the success of the event at that location two years' ago. Joyce Mathies, the Alma Branch Librarian, has agreed to again sponsor the event at that location. The Board agreed by consensus that the 2018 Board/Staff function would be held at Volland. The food and training activities will still need to be organized and arranged.
- STAFFING: Judith interviewed a very qualified candidate for the open Collection Management position on February 8th. She offered the job to the candidate, but the salary and benefits budgeted for the positions were less than what the candidate was able to accept.
- Staffing has been greatly affected by illnesses at all locations so far this year, but available staff members have been filling in as needed.

- UNFINISHED BUSINESS:
- WESTMORELAND – DONATION LETTER: Per the Board's request, Judith replied to the letter received from the City of Westmoreland on January 19, 2018. After receiving no response to this reply, Judith contacted the City of Westmoreland today for more information. Unfortunately, the City Clerk was unavailable at that time and therefore Judith has no more details to report to the Board at this time.

- EVALUATION OF THE DIRECTOR: Deb McClain-Williams moved that the Board go into Executive Session for 15 minutes to discuss non-elected personnel in regard to the director's evaluation with only the Board present. Nina Imthurn seconded the motion and the motion carried. The Board went into executive session at 6:24 p.m. and came out at 6:39 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.

- NEW BUSINESS:
- POLICY UPDATE – BYLAWS: Copies of the recommended changes to the PWRL Bylaws were sent with the February Board packet. Updates included changes in the membership section to make the policy consistent with revisions to statute wording, changes in the officers section to reflect actual practice, and the addition of a telephonic meeting section to allow more flexibility in board meeting attendance. The process for amending library policy is as follows. Library staff prepares recommendations for revision and send them in the monthly board packet. The Board discusses the changes at the monthly board meeting. Staff makes any necessary changes and a final draft is sent to the board for consideration. The Board then will take final action to adopt the revised policy at the next Library Board Meeting.
- At this time, the proposed schedule for policy review would call for Board action on specific policy sections at the following times, although this schedule is subject to change based on future work flow: March 28, 2018 meeting: Bylaws; April 25, 2018 meeting: Operations, Management and Responsibilities; May 30, 2018 meeting: Personnel; August 29, 2018: Operations, Collection and Materials and Mini Libraries; September 26, 2018 meeting: Technology; November 28, 2018 meeting: Emergency.
- VEHICLE REPLACEMENT CD: The CD intended for replacement of PWRL's 2012 Dodge Grand Caravan will mature on March 23, 2018. The Library depends on the van for transportation during the weekly route that picks up and delivers materials to each location as well as transporting staff for the mini libraries. The balance of the current CD at the St. Marys State Bank is \$9,871.26. The current mileage on the van is 103,321 miles. \$500 has been budgeted for vehicle replacement in 2018. This is the same amount that has been budgeted for this purpose for a number of years. The interest rate on the current CD is .4% for a term of 12 months. Based on these figures, Judith voiced concern that there would be insufficient funds to replace the van at the current rate of savings.
- After discussion, Nina Imthurn moved that the Board approve a new CD for vehicle replacement with an new interest rate of .5% for a term of 12 months. Deb McClain-Williams seconded and the motion carried. Deb McClain-Williams moved that the Board allow the transfer of \$10,000 from the CIF to be

added to the \$500 budgeted for vehicle replacement in 2018 and the \$9,871.26 balance, plus any interest, of the matured CD to the new CD approved for vehicle replacement. Paulette Simecka seconded the motion and the motion carried. Judith noted that bank staff have indicated that if vehicle replacement needed to be done earlier than anticipated the penalty for early withdrawal of the funds from the CD would mean the loss of 1 month's interest.

- BOARD MEETING DATES FOR 2018: The next Library Board meeting will be held on Wednesday, March 28, 2018, at the St Marys Branch Library and is scheduled to start at 5:30 p.m.
- ADJOURNMENT: Nina Imthurn moved to adjourn the meeting. Paulette Simecka seconded the motion and the motion carried. The meeting was adjourned at 6:52 PM.



Chairman



Secretary