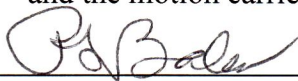


- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, March 28, 2018 at the St. Marys Headquarters Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:30 p.m. Paulette Simecka was Treasurer. Others present were board members: Nina Imthurn, Sandie Jensen, and Deb McClain-Williams; Pat Weixelman, Pottawatomie County Commissioner; Elizabeth Tschetter, Assistant Director; Judith Cremer, Director.
- Chairman Pam Bales appointed board member Deb McClain-Williams as acting secretary for the March 2018 board meeting.
- 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 FEBUARY 28, 2018 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: Paulette Simecka, Board Treasurer, reported that on March 12, 2018, the Library received ad valorem funds from Wabaunsee County in the amount of \$3,091.63. Of that amount, \$2,774.48 was allocated to the General Fund and \$317.15 was allocated to the Employee Benefits Fund.
- APPROVAL OF BILLS: After discussion, Nina Imthurn moved that the Board approve and pay the bills as presented. Paulette Simecka seconded the motion and the motion carried.
- REPORT OF DIRECTOR:
 - Judith will attend the next NCKL Executive Committee meeting on March 29, 2018.
 - Staffing at the Library has been greatly affected by illnesses at all locations so far this year, but available staff members have been shifted to fill in as needed.
 - A Library Staff meeting was held at St. Marys on March 10. A representative from Catholic Charities was in attendance to discuss planning and strategy for the 2018 Summer Food Program at the library. Schedules for the program at all locations will continue to be discussed and finalized in the coming month.
 - A representative from KPERs also attended the staff meeting to give staff members an overview of the program and their benefits. Information on retirement options and procedures was also discussed.
 - An update on the status of federal funding for the Institute of Museum and Library Services reported that the agency would be receiving a significant increase in funding for the FY2018 fiscal year. This outcome indicates that support for libraries from legislators and the public is strong. Work to maintain that support in FY2019 has already begun.
 - The City of Westmoreland has not made any contact with the Library concerning the question of their pending donation proposal and therefore Judith has no more details to report to the Board at this time.
 - Judith reported that 1,577 new books and 266 new videos have been cataloged and processed so far this year. These titles have been added to the collection at all locations and are now available for patrons to borrow.
 - Staff has been taking advantage of the availability of PWRL's Cricut cutting machine to demonstrate their creativity in making decorations for various locations of the Library. They are currently working on music-themed crafts to tie-in with the SRP theme "Libraries Rock".
 - Judith and Elizabeth worked on the ERATE funding forms for the Library and successfully submitted the 471 request for funding form on time. Unfortunately, USAC has now phased out all funding for telephone services. Through this application, PWRL will potentially be eligible for a partial reimbursement of funds paid for internet service from July 2018 – June 2019 in the amount of \$6,720.

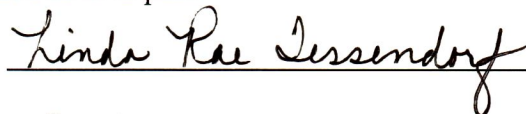
- As a way to save the Library unnecessary spending, Elizabeth worked with CenturyLink to get the equipment charges taken off the bills at the Eskridge, Alta Vista, and Harveyville locations, as we have been longtime customers and have paid for the equipment in full by way of monthly fees. We also attempted to lower costs by removing the Library's Static IP addresses (which cost the library about \$10 per month per location), but found that the Static IP was necessary to receive some of our services through NCKL and we must keep it.
- The quality of the internet service provided by CenturyLink, particularly at the Eskridge Branch Library, is still below what is needed for adequate service. The plan is for PWRL to increase the speed of internet at both Eskridge and Harveyville starting in July 2018 from 5 MB to 10 MB. This timing coincides with the E-Rate fiscal year for which the library has applied for reimbursement to partially cover the cost of the increase.
- The City of Eskridge has expressed concerns that the wireless internet available through the library may cause individuals to gather downtown after business hours to use it. Judith has suggested that the library change the wireless password rather than turning off the service which would cause technical problems for the library and also add barriers to patrons use of public services. Changing the password will require individuals wanting to use the service to visit the library and verify that they have signed a PWRL Computer and Internet User Agreement before receiving the new password.
- The microfilm reader / printer machine at St. Marys is no longer operational. PWRL purchased this machine, along with 3 identical machines for the other branch libraries in 2003. Earlier this month, the lamp in the St. Marys machine went out, but a replacement bulb did not resolve the issue. In order to troubleshoot, Onaga sent their functioning microfilm lamp assembly to St. Marys, but that also did not work. Judith contacted the original supplier of the machine about the possibility of repair, but they no longer support this microfilm machine, and therefore do not have repair options or parts available. The manufacturer advised Judith that the machine is obsolete. Judith had Colette Goldade's husband, who is an electrician, look over the machine and he concluded that the problem was with the machine's main circuit board, but without available parts to replace the malfunctioning board, any attempted repair of the machine is not guaranteed.
- PWRL owns 536 reels of microfilm and the microfilm machines are used regularly by patrons researching local history and genealogy. It would be a hardship for patrons and staff not to be able to access the information contained in the microfilm collection on site. After significant research of available options, Judith recommended that the library purchase a new microfilm machine for the St. Marys Headquarters Library. Salina Blueprint offered the best option for replacement with a 7 mega pixel black/white camera, standard software, delivery, installation, and training with a 3 year warranty for \$5,695.00.
- After discussion, Sandie Jensen moved that the Library Board allow the transfer of up to \$5,700.00 from the Capital Improvement Fund to purchase a new microfilm machine from Salina Blueprint for the PWRL St. Marys Headquarters Library. Nina Imthurn seconded the motion and the motion passed.
- It was agreed by consensus that the planned transfer of \$35,000 from the Capital Improvement Fund for Library Materials that was approved as part of the 2018 PWRL Library Budget would be reduced to \$30,000 to offset the purchase of the Microfilm Machine.
- UNFINISHED BUSINESS:
- POLICY UPDATE – BYLAWS: After discussion, Paulette Simecka moved that the Bylaws be updated as presented with the addition of a typographical correction on page two. Deb McClain-Williams seconded the motion and the motion passed.
- VEHICLE REPLACEMENT CD: The CD intended for replacement of PWRL's 2012 Dodge Grand Caravan matured 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 and transport staff for the mini

locations. The balance of the matured CD at the St. Marys State Bank is \$9,881. Included with the March Bills was a check to St. Marys State Bank from \$10,500, with \$10,000 coming from the Capital Improvement Fund and \$500 from the 2018 library general fund budget, as approved last month. This brings that amount in the new CD for Vehicle Replacement to a balance of \$20,381.

- **NEW BUSINESS:**
- **BOARD MEMBER POSITIONS:** The Wabaunsee County commission has sent confirmation of their re-appointment of Sandie Jensen for her first full term on the PWRL Library Board of Trustees covering the period of May 1, 2018-April 30, 2022.
- The Pottawatomie County commission has also sent confirmation of their appointment of Sue Jenkins for her first term on the PWRL Library Board of Trustees with a term of May 1, 2018-April 30, 2022.
- **POLICY UPDATE – OPERATIONS:** Copies of the recommended changes to the PWRL Operations Policy were sent with the March Board packet. The process for amending library policy is as follows. Library staff prepares recommendations for revision and sends them in the monthly board packet. The Board discusses the draft of the revisions 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.
- **2017 ANNUAL REPORT:** After discussion, Paulette Simecka moved to accept the 2017 PWRL Annual Report as presented. Sandie Jensen seconded the motion and the motion carried. Printed copies of the Annual Report will be made available at all library locations. Links to both a digital and .pdf copy will be added to the PWRL Library Web Site for the public to view and download at their convenience.
- **LIBRARY BOARD / STAFF FUNCTION – APRIL 25, 2018 (Wed.) AT VOLLAND:** Joyce Mathies, the Alma Branch Librarian, has agreed to again sponsor the event at that location. The food will be catered by the Alma Bakery. The function will start at 5:00 PM and all locations open on that day will close early to allow for preparation and travel to the event. Signs displaying the change in service hours will be posted at those locations in advance for patron convenience.
- **BOARD MEETING DATES FOR 2018:** The next Library Board meeting will be held on Wednesday, April 25, 2018, at the Volland Store and is scheduled to start at 6:30 p.m., immediately following the annual Board / Staff Function.
- **ADJOURNMENT:** Paulette Simecka moved to adjourn the meeting. Nina Imthurn seconded the motion and the motion carried. The meeting was adjourned at 6:42 p.m.



Chairman



Secretary