

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, March 29, 2023, at the PWRL St Marys Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:32 p.m. Others present were Board Members: Alice Hinck, Paulette Simecka, Alicia Matson, Joan Johnson, and Peggy Adams via telephone; Judith Cremer, Director and Rain Schultz-Pruner, Assistant Director.
- ADOPTION OF THE MEETING AGENDA: Pam Bales moved that the agenda be approved as presented. Alice Hinck seconded the motion, and the motion carried.
- PUBLIC COMMENT: None.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE FEBRUARY 22, 2023 MEETING: Peggy Adams moved that the minutes be approved as corrected. Alice Hinck seconded the motion, and the motion carried.
- CORRESPONDENCE AND COMMUNICATION: None
- Joan Johnson was appointed as acting secretary for the March Board Meeting.
- REPORT OF TREASURER: Paulette Simecka, Board Treasurer, reported the Library received ad valorem funds from Wabaunsee County in the amount of \$2,757.81. Of that amount, \$2,461.76 was allocated to the General Fund and \$289.05 was allocated to the Employee Benefits Fund.
- The Library received a check in the amount of \$9,701.04 from the Wabaunsee County SEED Grant. These funds are allocated for upgrades to the PWRL Alma Branch Library as part of the recovery process following the ceiling collapse at that location last year.
- PWRL's 2023 State Aid to Libraries Grant in the amount of \$7,864.95 was deposited into PWRL's State Aid Account.
- APPROVAL OF BILLS: After discussion Paulette Simecka moved that the Board approve and pay the bills as presented. Alicia Matson seconded and the motion carried.
- NCKL REP. REPORT: On March 23rd Judith attended the first in person NCKL Executive Committee Meeting held since before the pandemic shutdowns. The workshop was designed to assist the NCKL Executive Committee Board work on strategic planning. The speaker encouraged the Board to prioritize the why of what we do when designing programs and services for the Library. In that way we can keep the focus on what is important and keep in mind why we do all that we do.
- The next NCKL Directors meeting is scheduled in Manhattan on Thursday, April 6th. The presentation will include a session on grant writing tips and techniques.

- Judith has worked with Kirk at NCKL to set up PWRL's separate online dashboard for Baker & Taylor billing. The Library will be moving forward with direct billing to Baker & Taylor this month.
- NCKL has worked out a plan to form a subgroup of NCKL member Libraries within the statewide Overdrive SunflowerLibrary consortia. PWRL will move from paying Overdrive directly for the annual subscription to SunflowerLibrary for digital audio and eBook access for our patrons. We will instead send the payment to NCKL as part of the annual NCKL contract cost.
- NCKL will get a group discount from Overdrive which they will pass on to member libraries. They will also set up an advantage plan with Overdrive. Items purchased for the advantage collection will be those that are popular and in high demand. NCKL member library patrons will be able to borrow from the advantage collection before they are offered through the statewide subscription.
- PWRL currently pays both the NCKL annual contract cost, and the Sunflower eLibrary subscription, using funding from the Library's State Aid Grant.

- DIRECTOR'S REPORT: Judith reported that she and Hannah had created "READ" Posters for new staff members, as well as updating posters for many existing staff. All staff pose for pictures and the "READ" Posters that are created celebrate Libraries and Reading. They also capture the faces of our Library that we can share with the public. Any Board members who would like to have their own "READ" Poster were encouraged to sit for a photo along with their reading material of choice.
- PWRL again benefited from the generosity of several other Libraries. Our staff traveled to both Lenexa and Olathe to pick up items offered for free to other Libraries who could use them. Eskridge and Onaga both got shelving units for their children's areas. Alma, Eskridge, and St. Marys added extra-large magnetic glass whiteboards. Three small book carts, a small work table, many boxes of book ends, book display supports, eight matching office chairs, several wooden shelves, some pictures, decorative art pieces, and many gallons of paint were all acquired. Staff has been busy rearranging and installing the new furniture and putting the paint to good use.
- The Library was notified that a warehouse fire on March 9th at Forbes Field will have some impact on Kansas Libraries. Unfortunately, Henry Industries, who manage the Statewide Interlibrary loan courier service, rented storage space in one of the warehouses that burned. Materials from across the State that were in transit from one Library to another to fill interlibrary loan requests were also lost in the blaze. It is likely that at least some PWRL items will be counted among the lost. Each Library will need to submit a list of lost items. The claim will be settled eventually and the Library will be compensated for the lost materials.
- The Kansas State Library took the occasion to announce they are working on a project to contact all Libraries participating in the Kansas Interlibrary Loan System so that they can update their Kicnet Membership Agreement. Adoption of this Agreement is required for all participating libraries, and it sets out the policies and procedures for all those who use the service. Judith said she would work with the State Library to get the required paperwork submitted to certify PWRL's participation.

- Judith shared an experience she had while working at the Harveyville Mini Library. A patron shared a collection of correspondence written between her mother and the popular author Sandra Dallas. The author had family in the Harveyville area. She set the book and incorporated many features from that community in her book The Persian Pickle Club. Judith compiled information about the book and its author, along with copies of the correspondence, in a bound volume. Copies were provided to the patron and her family, and a display was arranged at the Harveyville Mini Library to encourage local readers to discover or re-discover some great books with local ties.
- The Harveyville Senior Group has asked that Judith provide a presentation at their monthly meeting on Thursday, April 13th. Judith will take Kim Davis, the new Harveyville Mini Assistant Librarian. They will work to introduce residents to the Library and its services, and invite them to come over and take advantage of all the available resources.
- PWRL received \$7,864.95 in State Aid funding in 2023, a 2.1% increase, amounting to an extra \$160.12, over the previous year. The State Aid Funding received by the library has decreased by 48% since 2003. This amounts to a total loss of \$105,587 over a twenty-year period. State Aid Funding has become critical for helping the library cover the costs of the NCKL Contract, and the Sunflower eLibrary Subscription. We used to use a good amount of the funding for purchasing books, but as the amount has shrunk so has our ability to rely on this needed support. We need to remember to remind our legislators of this situation, and emphasize how important these funds are for the Library and for our Patrons.
- The Library again asked the City of St. Marys for permission to paint mural images on the little building outside the Library. Last year we asked to do this as part of developing the little pocket park at the back of the St. Marys Headquarters Library. At that time, we were asked to provide copies of the plans for the project. This was done, but we were never given notice that we could start the work. Judith sent another request and again sent copies of options for the drawings. We were told that the City Commission would discuss it at their meeting next week.
- Staff worked on plans for the Annual Summer Reading / Summer Food Program during the Staff Meeting on Friday, March 24th. PWRL will again partner with Catholic Charities of Northeast Kansas for the Summer Food Program. The Library has received confirmation that we will be allowed to again offer 5 shelf-stable meals with milk per child in a single weekly grab and go pickup. Judith is working on organizing a new partnership with Kansas Corn. They have many resources they are willing to share with Libraries and we are working to see what we will be able to incorporate with the 2023 All Together Now Summer Reading Theme.
- UNFINISHED BUSINESS:
- LIBRARY STAFFING: Hannah Harper will be leaving her position as the Bookkeeper / Secretary at the St. Marys Headquarters Library at the end of March. The decision included a consideration for the fact that baby Josephine has an ever-growing need for more of her attention as she gets older. After discussion, Paulette Simecka moved that the Board allow Judith to temporarily assume the Bookkeeper duties, and be paid the

budgeted amount for the job, until the position can be filled. Peggy Adams seconded the motion and the motion carried.

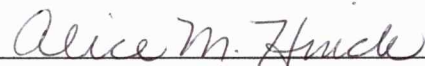
- Judith asked that the Board go into executive session to discuss personnel matters. Alice Hinck moved that the Board go into executive session 10 minutes, with the Board, the Director, and the Assistant Director present, to discuss personnel matters relating to non-elected personnel. Paulette Simecka seconded the motion and the motion carried. The Board went into executive session at 6:27 p.m. The Board came out of executive session at 6:36 p.m. No action was taken.
- ALMA BRANCH LIBRARY - RECOVERY EFFORTS: Considerable progress was made in accomplishing the projects to be funded through the Wabaunsee County SEED Grant. A Sound Bar for the Children's area, a projector, projector screen, and mounting hardware were all ordered and are in the process of being installed.
- Davis Electric was hired and completed a massive amount of work including adding six 2x2 ceiling light fixtures to increase visibility in the adult book stack area, installed two exit lights, positioned the electric line to power an automatic door opener, replaced a shop light, ran a new electric line and installed an outlet for the ceiling mounted projector, and moved all the exterior wiring from the back wall to make way for installing replacement shelving in the children's area.
- Kansas Door Company installed a new automatic door opener on the main library entrance. Metal Library shelving with wooden endcaps was ordered to replace the wooden shelving for the junior picture books that was damaged during the evacuation of the Library following the ceiling collapse. Fourteen shelving units will be installed, hopefully before the start of the Summer Reading Program scheduled to start in June. Judith will take care of the grant management and reporting and keep the project moving and in compliance.
- ECF/E-RATE TECHNOLOGY PROJECTS: PWRL has completed the applications for both Category 1 and Category 2 services through the Universal Services Administrative Companies E-Rate program for Schools and Libraries. If approved PWRL will be eligible for a reimbursement of 70% of this amount paid for internet costs. The Category 2 equipment requested consisted of six wireless access points to replace ones that are becoming obsolete. The Library attempted to get a quote for the Microtek Internet routers used to manage the networks at each PWRL location, but we could not find a vendor willing to offer a bid for these devices. If approved, PWRL will again be eligible for a reimbursement of 70% of the approved amount.
- Judith reported that she continues to struggle with managing the reimbursement process for the funding approved by the Emergency Connectivity Fund (ECF). She regularly received urgent messages for ECF Grant Application Reviewers. The only means to communicate with reviewers is through the USAC online portal. Phone USAC Customer Service with questions about the ECF are not helpful because those who answer the phone have no ability to answer questions or resolve problems. Written correspondence through the portal is often not answered and rarely helpful. The process has been frustrating.

- **EVALUATION OF THE DIRECTOR:** Alice Hinck moved that the Board go into executive session with only the Board present to discuss non-elected personnel in regard to the Directors evaluation. Paulette Simecka seconded the motion and the motion carried. The Board went into executive session at 7:03 p.m., and came out at 7:26 p.m.
- When the Board reconvened, Judith was given a copy of the evaluation with the Board's combined comments. She was asked to review the comments and can ask any questions at the next meeting.
- **BYLAWS UPDATE:** After discussion it was the consensus of the Board that they wait until the April meeting to take action on the Bylaws update. There are several more changes that need to be discussed, including adding the director's evaluation to the by-laws and scheduling it for the November meeting.
- **BOARD MEMBER POSITIONS:** Alicia Matson's first term on the Library Board is scheduled to expire at the end of April. Alicia has indicated that she would be willing to continue her position on the Board. Judith told the Board that she has sent a letter to the Pottawatomie County Commission asking that they reappoint Alicia to her second full term on the Board with a term starting May 1, 2023 – April 30, 2027.
- **VEHICLE REPLACEMENT CD:** Per the discussion in February, arrangements have been made to create a new CD for vehicle replacement at the Bank of the Flint Hills with an annual interest rate of 3.16%. The \$500 budgeted in 2023 for vehicle replacement will be added to the new CD balance. Pam Bales moved to approve the creation of the new CD for vehicle replacement. Alice Hinck seconded the motion and the motion carried.
- **NEW BUSINESS:**
- **2022 ANNUAL REPORT:** The work on the 2022 Annual Report was very labor intensive mainly due to the vast amount of data that collected and submitted by each of PWRL's eight locations. Collating and tabulating all that data is a daunting task, and with the turnover in the Bookkeeper position this task has become even more difficult. Draft copies of the annual report were distributed, and Judith asked the Board to review the draft and send her any feedback in preparation for further discussion at the April Board Meeting.
- Judith told the Board that she and Rain had been investigating a software product designed for gathering statistics specifically for libraries. Rain arranged for a demonstration of the software, called Desk Tracker, for the Staff meeting last week. Staff were impressed and very interested in moving some of the data gathering to this new format. After discussion it was agreed that the Library would subscribe to the Desk Tracker Service and use it to move as much data gathering as possible to an electronic format.

- **2024 LIBRARY BUDGET:** The preparation of the annual budget proposal is another labor intensive process. Judith voiced some concern about time constraints, with the knowledge that she will have no support in preparing the financial information for the Budget. In addition, without a bookkeeper, she will also need to be complete the monthly financial reports, payroll, accounts payable and receivable, all while keeping the day to day management of the Library going smoothly and contributing to the planning for Summer Reading.
- The new auditor has also requested that the Library prepare and upload a collection of documents needed to complete the audit on the 2021 financial year. The deadline for preparing those document is also set for the end of April. Judith asked for feedback to help prioritize the gathering information and preparing documents for the Budget meeting.
- **LIBRARY BOARD / STAFF FUNCTION:** The Board / Staff Function will be held in May. Rain and Colette have begun working on ideas for the event. They will move forward with planning over the next month.
- **BOARD MEETING DATES FOR 2023:** The meeting to set the 2024 Library Budget will be held on Wednesday, April 26, 2023 at the PWRL St. Marys Headquarters Library and is scheduled to start at 4:30 p.m.
- **ADJOURNMENT:** Alicia Matson moved that the meeting be adjourned. Peggy Adams seconded the motion, and the motion carried. The meeting was adjourned at 8:07 p.m.



Chairman



Secretary