

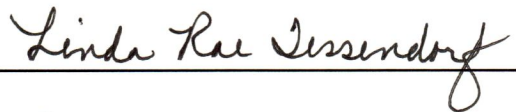
- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, April 26, 2017 at the St Marys Headquarters Library.
- **CALL TO ORDER:** Chairman Deb McClain-Williams called the meeting to order at 6:57 p.m. Linda Tessendorf was Secretary. Peggy Adams was Treasurer. Others present were board members: Paulette Simecka, Pam Bales, Sandie Jensen; Elizabeth Tschetter, Assistant Director; and Judith Cremer, Director. Nina Imthurn, who will join the library board in May as the Wabaunsee County Commission appointee from Maple Hill, was also present.
- **ADOPTION OF THE MEETING AGENDA:** Pam Bales moved that the agenda be adopted as corrected. Peggy Adams seconded the motion and the motion carried.
- **APPROVAL OR CORRECTIONS OF MINUTES OF THE MARCH 29, 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:** None
- **APPROVAL OF BILLS:** After discussion, Pam Bales moved that the Board approve and pay the bills as presented. Sandie Jensen seconded the motion and the motion carried.
- **NCKL REP. REPORT – DIRECTOR:** Per an annual review of costs for contracting library service through NCKLS, PWRL’s 2018 contracting fee will be \$4,055.00, which is an increase of \$193.00. The total cost of services provided by NCKLS to PWRL in 2016 was estimated at \$14,341.00. PWRL’s NCKL contract is generally paid by State Aid funds and will be discussed as part of the 2018 budget proposal at the June Library Board Budget meeting.
- **REPORT OF DIRECTOR:**
 - PWRL’s annual audit went well and the auditor’s report should be ready for the Board’s review at the May Board meeting.
 - As reported at last month’s meeting, the positions of Processing Clerk and Part-time Assistant Branch Librarian at St. Marys are currently open. The positions have been advertised through employment ads in local newspaper, the library’s website, the library’s Facebook page, and physical postings at the St. Marys library.
 - PWRL is partnering this year with the Northeast Kansas Catholic Charities to support the Summer Food program at seven of our eight library locations in the two counties. Catholic Charities is assisting with recruiting volunteers to help with food service at each location. A PWRL staff meeting is scheduled for May 12 and representatives from Catholic Charities will be on site to provide training and complete paperwork pertaining to required background checks and volunteer registration.
 - The Summer Reading Program themes for the next few years have been announced. The 2018 theme will be “Libraries Rock”, 2019 will be “A Universe of Stories”, and 2020 will be Fairytales / Mythology / Fantasy.
 - PWRL received a letter from Wamego Telecommunications (WTC) informing customers they could expect a doubling of internet speed for no additional cost. Elizabeth spoke with them in regards to our Alma location and they confirmed the change would not be applicable to the service in Alma because of the connection type.

- UNFINISHED BUSINESS:
- LIBRARY BOARD / STAFF FUNCTION – WEDNESDAY, APRIL 26, 2017: The annual PWRL Library Board/Staff function was held tonight, Wednesday, April 26, 2017 at the St. Marys Headquarters Library. The function started at 5:00 PM, and all locations closed early to allow for preparation and travel to the event. The Board agreed by consensus that the event went well.
- BOARD MEMBER POSITIONS: Peggy Adams, having been appointed to serve two four year terms on PWRL's board, will complete her tenure on the Board on April 30, 2017. Peggy was presented with a hanging flower basket as a gift for her service. Nina Imthurn, newly-appointed Board member from Wabaunsee County, was present for the Board/Staff Function and tonight's board meeting. Nina will fill Board position #5 and her four year term will begin May 1, 2017 and expire April 30, 2021.
- Pam Bales moved to allow the Chair to sign bank letters to add Nina Imthurn to PWRL's bank accounts and remove Peggy Adams as an authorized signer. Paulette Simecka seconded the motion and the motion carried.
- Nina will need to complete paperwork and provide ID for both Farmers State Bank and St. Marys State Bank in order for the new signature cards to be available for signing at the May Board meeting.
- WESTMORELAND MINI LIBRARY: A letter was received from the City of Westmoreland on April 21st outlining their proposal for service at the PWRL Westmoreland Mini Library. Included in the Westmoreland City Council's proposal was a request for additional service hours that amount to a total 22.5 hours per week. The current PWRL policy allows for a Mini Library location to be open for up to 8 hours per week. PWRL's other Mini locations are open 8 hours or fewer per week. With the Westmoreland Mini Library's extended hours on Thursday, that location is currently open for 11.5 hours per week.
- The letter also contained a request for 1,600 items to be available onsite at the Westmoreland Mini Library. Judith noted that an inventory report completed on April 21, 2017 shows that the Westmoreland Mini Library currently has 1,581 items on the shelves and available for checkout. The stipulation to increase the onsite available materials can therefore be easily met in the regular monthly course of rotating in new materials to this location. Pam Bales moved to allow an additional 19 items be made regularly available at the Westmoreland Mini Library in order to reach the requested amount of 1,600 items. Sandie Jensen seconded the motion and the motion carried.
- Judith told the Board that she has requested information about the survey pertaining to library services said to have been sent out with the Westmoreland city utility bills in March. Vicky Zentner, the Westmoreland City Clerk, emailed a copy of the results of the survey which Judith subsequently forwarded to the Board for their consideration.
- After much discussion and deliberation, Pam Bales moved that the Board allow an extension to the hours of operation at the PWRL Westmoreland Mini Library to include Saturdays 9:00 AM to 1:00 PM for a trial period of 2 months. The discussion of further approval for extended service hours will be contingent on the stipulation that the location maintain a patron attendance rate averaging 15 individuals per day or 45 individuals per week. Peggy Adams seconded the motion and the motion carried.
- The scheduled annual Library Board Budget meeting in June will be held concurrent with the conclusion of this trial period. At that time the Board will assess whether continuing extended hours of operation for the Westmoreland Mini Library are justified and, what impact this will have on the 2018 library budget.
- The City Council of Westmoreland requested a response to their proposal letter by the day following tonight's board meeting. The Board agreed that Judith should email Vicky Zentner, Westmoreland City Clerk, to advise the Westmoreland City Council that the Library Board had considered their proposal and a formal response letter would be forthcoming.

- NEW BUSINESS:
- CIF TRANSFER FOR LIBRARY MATERIALS: After discussion, Sandie Jensen moved that the Board allow the transfer of \$30,000 from the CIF to the General Fund for the purchase of library materials as agreed as part of the 2017 budget process. Peggy Adams seconded the motion and the motion carried.
- 2018 LIBRARY BUDGET: Judith told the Board that work has begun on the 2018 library budget proposal in preparation for the June Budget meeting. She asked for the Board's feedback on any changes they would like to see in the process.
- BOARD MEETING DATES FOR 2017: The next Library Board meeting will be held on Wednesday, May 31, 2017 at the St Marys Headquarters Library. It is scheduled to start at 5:30 p.m.
- ADJOURNMENT: Pam Bales moved to adjourn the meeting. Peggy Adams seconded the motion and the motion carried. The meeting was adjourned at 8:15 P.M.



Chairman



Secretary