

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, April 26, 2023, at the PWRL St Marys Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 4:30 p.m. Others present were Board Members: Alice Hinck, Paulette Simecka, Alicia Matson, and Peggy Adams; Jim McGregor, Wabaunsee County Commissioner; Judith Cremer, Director. Pat Weixelman, Pottawatomie County Commissioner arrived at 4:39 p.m., Rain Schultz-Pruner, Assistant Director arrived at 4:46 p.m., and Joan Johnson, board member arrived at 5:20 p.m.
- ADOPTION OF THE MEETING AGENDA: Pam Bales moved that the agenda be approved as corrected. The discussion of the 2024 Library Budget was moved to the top of the agenda. A discussion of board member positions and election of officers was added to the bottom of the agenda. Peggy Adams seconded the motion, and the motion carried.
- PUBLIC COMMENT: None.
- 2024 LIBRARY BUDGET: After lengthy discussion, the Board agreed to reduce the amount budgeted for library materials line to \$15,000 for the 2024 Library Budget. The underfunding of Library materials was addressed by the Board's approval of the transfer of \$30,000 from the PWRL Capital Improvement Fund to make up the difference between the budgeted amount and the amount required for library material expenditures in 2024.
- The Board, for the 2023 Library Budget, included enough funding to give Library Staff a 1.5% salary increase. They also approved the transfer of \$18,000 from the Capital Improvement Fund to the General Fund in 2023 to bring salaries up to a total 6% increase in the 2023 budget year. The Capital Improvement Fund balance has consequently fallen, making it difficult to continue this practice for the 2024 Library Budget.
- The Tax Fund Data Sheet for figuring the funding apportionment between Pottawatomie and Wabaunsee County was presented to the Board for Comparison purposes only. PWRL has not yet received certified valuation from the Pottawatomie and Wabaunsee County Clerks. The population statistics used for preparing the 2024 budget will not be released by the Kansas Division of the Budget until July 1st. Once those figures are available, it will be possible to figure the final apportionment of the 2024 Library Budget between the two counties based on 50% population and 50% valuation in each county.
- After long discussion Peggy Adams moved that the Board approved a 2024 Library Budget that includes a 6% increase for Library Staff Salaries. Alicia Matson seconded the motion, and the motion carried.
- The approved 2024 Library Budget includes a General Fund of \$634,201.00 and an Employee Benefit Fund of \$71,545.00 for a total of \$705,746.00, representing an overall 5.83% budget increase. It was noted that the budget levy amount must include an additional \$18,000 to bring salaries up to the level that was covered by Capital Improvement Funds in the 2023 budget.

- **APPROVAL OR CORRECTIONS OF MINUTES OF THE March 29, 2023 MEETING:**  
The discussion of the PWRL by-laws included a recommendation to include the Director's Evaluation. Pam Bales moved that the minutes be approved as corrected. Paulette Simecka seconded the motion, and the motion carried.
- **CORRESPONDENCE AND COMMUNICATION:** None
- **REPORT OF TREASURER:** None
- **APPROVAL OF BILLS:** Paulette Simecka moved to approve the bills as presented. Peggy Adams seconded and the motion carried.
- **NCKL REP. REPORT:**
- Judith reported that Dawn Krause, the NCKL Assistant Director, has announced she will be leaving her position at NCKL after just over two years. Dawn has been offered a new position as the Executive Director of the Collaborative Summer Library Program which supports the Summer Reading initiatives of libraries across the country and beyond.
- PWRL has been notified that because of the upcoming staffing changes NCKL will not ask contracting libraries for an increase in their contract cost for 2024.
- NCKL also decided to accelerate a number of internal changes due to the resignation of their Assistant Director. They have begun the process of formally separating NCKL from the Manhattan Public Library. They will be advertising for a new Director, rather than an Assistant Director. Eric Norris, the Current NCKL / Manhattan Public Library Director will act in an advisory capacity until the process is completed. They are offering a salary range of \$82,000 - \$87,000 for this position
- **DIRECTOR'S REPORT:**
- April 23rd-April 29th is National Library Week. National Library Workers day was Tuesday, May 25th. Judith expressed appreciation for the tough job that our Library Staff does every day in order to serve our communities.
- Genevieve Hagenmaier has been hired as the PWRL Bookkeeper / Secretary. She will start her new position on May 1, 2023. Genevieve has a wide range of experience. She most recently served as the Chief Development Officer for the Flint Hills Shakespeare Festival.
- The Library van has problems, including a loud knocking in the front end. It has been to the local shop several times and they have not been able to fix the problem. Judith will take it to a Topeka mechanic on Friday for further repair work.
- Planning for the annual Summer Reading / Summer Food program is progressing. Staff at the library has been working hard to prepare. School visits have been held or scheduled for all PWRL locations. Flyers and calendars are being prepared and distributed at the library and schools. Some cities have also allowed the library to include Summer Reading Flyers with their monthly mailing including Alma, Harveyville, and Westmoreland.

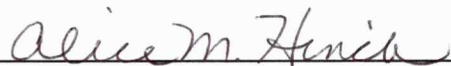
- Judith gave a presentation to the Harveyville Senior Citizens group on April 13th. Kim Davis, the new Harveyville Assistant Librarian accompanied her to the meeting. 25+ local residents attended the program. Judith gave an overview of Library resources, programs, and services, and received positive feedback from the community.
- The St Marys City Commission renewed an open discussion about the Library at their City Commission Meeting on April 18th. PWRL had sent a letter to the city exercising the option to renew the lease for the building housing the St Marys Headquarters Library. The letter also asked for an estimate of the rent amount for 2024 so it could be included in the 2024 PWRL Library Budget Proposal which was currently being discussed. City officials again expressed dissatisfaction with possible LGBTQ materials in the PWRL library collection at St. Marys.
- Judith sent a second letter seeking the assistance of St. Marys City Commissioners. The letter requested that City Officials refer anyone with concerns or complaints to the Library so that staff could implement the procedures already in place to handle such situations. The goal would be to ensure that the Library has the opportunity to hear and respond to any and all concerns in a timely fashion within the parameters of Library policy.
- Judith has also begun to work with the St. Marys PWRL Board Member to organizing an Advisory Committee for St. Marys Community. The purpose of the advisory committee is two fold. On one hand Library Staff will have an opportunity to provide more detailed information about the organization and management of the Library. On the other hand Advisory Members can bring detailed information about the Community and offer recommendations on ways that the Library can better serve the information needs of all Members of the St. Marys Community.
- The process was protracted, but the Library finally received tentative approval to begin work on the mural project planned last year for the shed at the St. Marys Headquarters Library. The project was first proposed last spring to provide a compliment to the new pocket park that was then being created.
- UNFINISHED BUSINESS:
- 2022 ANNUAL REPORT: After discussion, Pam Bales moved that the Board accept the 2022 Annual Report. Alicia Matson seconded the motion and the motion carried. Judith told the Board that she would get the annual report posted on the Library website and sent to the locations for distribution.
- BY-LAWS UPDATE: It was decided that the board would table the discussion of the changes to the By-laws until the next meeting.
- NEW BUSINESS:
- NCKL CONTRACT: After discussion Peggy Adams moved that the Board approve an amendment to the 2023 NCKL contract to include the payment for the annual subscription to Overdrives Sunflower eLibrary. Joan Johnson seconded the motion and the motion carried. NCKL will pass along a small savings to member libraries this year because of a new group purchase discount. This means that PWRL will pay \$2250 in

2023 for Sunflower eLibrary, instead of the usual \$3000. The remaining amount can be applied to PWRL's Hoopla account to purchase access to additional digital content on that platform.

- **ONAGA & ST. MARYS LEASE AGREEMENTS:** After discussion, Alice Hinck moved to approve the Onaga Lease Renewal as presented. The owner, Annette Cline, has not asked for a rent increase in 2024. The rental amount will remain the same at \$400 per month. Alicia Matson seconded the motion and the motion carried.
- Judith reported that the City of St. Marys has been notified in writing, as is required under the terms of the current lease agreement, that the Library would like to renew the lease on the building housing the St. Marys Headquarters Library. A response has not yet been received. \$650, an increase of \$50.00 per month, was recommended in the draft of the 2023 budget proposal.
- **RESOLUTION ON INCREASE: 2024 LIBRARY BUDGET:** After discussion Alice Hinck moved that the Board approve the resolution on increase for the 2024 Library Budget and allow the appropriate officers to sign. Paulette Simecka seconded the motion and the motion carried.
- **BOARD POSITIONS: ELECTION OF OFFICERS:** Alice Hinck moved that the Board approve the following slate of officers for 2023-2024: Chair - Pam Bales; Vice-Chair – Alicia Matson; Secretary – Peggy Adams; and Treasurer – Paulette Simecka. Joan Johnson seconded the motion and the motion carried.
- **BOARD MEETING DATES FOR 2023:** The Board / Staff Function will be held prior to the May Library Board Meeting and is scheduled to start at 5:00 p.m. at the St Marys Headquarters Library on Wednesday, May 31, 2023. The Board Meeting will be held immediately following the Board / Staff Function at 6 p.m.
- **ADJOURNMENT:** Pam Bales moved that the meeting be adjourned.  
Paulette Simecka seconded the motion and the motion carried. The meeting was adjourned at 7:55 p.m.



Chairman



Secretary