

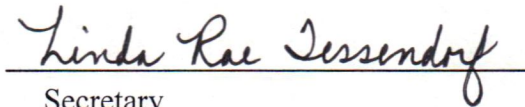
- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, April 27, 2016 at the Volland Store in Volland, KS.
- CALL TO ORDER: Chairman Ruth Messer called the meeting to order at 6:46 p.m. Linda Tessendorf was Secretary. Peggy Adams was Treasurer. Others present were board members: Deb McClain-Williams, Paulette Simecka; Elizabeth Tschetter, Assistant Director; and Judith Cremer, Director. Pam Bales, who will join the library board in May as the Wabaunsee County Commission appointee from Alma, was also present.
- ADOPTION OF THE MEETING AGENDA: Peggy Adams moved that the agenda be adopted as presented. Paulette Simecka seconded the motion and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE MARCH 30th MEETING: Deb McClain-Williams moved that the minutes be approved as corrected. Peggy Adams seconded the motion and the motion carried.
- CORRESPONDENCE AND COMMUNICATION: None
- REPORT OF TREASURER: None
- APPROVAL OF BILLS: After discussion, Linda Tessendorf moved that the Board approve and pay the bills as presented. Peggy Adams seconded the motion and the motion carried.
- NCKL REP. REPORT – DIRECTOR:
  - The most recent NCKL Executive Committee Meeting was held on March 31, 2016 and Judith attended.
  - Linda Knupp, the NCKL / Manhattan Public Library Director, presented the annual evaluation to determine fees for contracting libraries. The proposed contract for 2017 will include no change in the fee for the rotating books service. A base fee increase of 2% is being recommended. For PWRL this will amount to an increase of \$22.00. The total fee for NCKL contractual services in 2017 will be \$3862. This amount is traditionally budgeted to come from PWRL's State Aid funding.
- REPORT OF DIRECTOR:
  - Pam Bales was introduced as the new Wabaunsee County Commission appointee to the PWRL Library Board. She will be taking the position that will be vacated by Ruth Messer when she completes her term on the Board at the end of April. Pam will officially take on the role as board member on May 1, 2016.
  - The Board expressed a heartfelt thank you to Joyce Mathies, Alma Librarian, for making the annual Board/Staff Function event at Volland possible.
  - In regards to the continued need for maintenance and repair at the Eskridge Branch location, Judith sent a registered letter on April 13 to the landlord, Brian Johnston. On April 18, Johnston contacted Judith and told her he no longer has a working phone, but he can be contacted by leaving a message on his mother, Sheila Johnston's, phone. Johnston stated he had been and will continue to monitor the ceiling tile leaks, and plans to apply a sealant, but he needs a dry day with temperatures above 60 degrees to get the job done. Judith released the April rent check to the landlord because of the attempts made to schedule repairs for this location. The Board asked that the May rent check again be held until additional progress has been made on the repair problems.
  - Windows 10 has been installed on most libraries' computers. The computers at Onaga and Alma still require some work. Judith and Elizabeth have also been working to get a new computer ready for Julie, the library bookkeeper, which is a more complicated process because it involves transferring PWRL's financial software and records to a new machine.

- The Kansas State Historical Society has released a list of additional Kansas historical newspapers that are scheduled to be digitized and made available to researchers through Newspapers.com. Judith shared the list with the Board members.
- The Rock Creek School District's Parents as Teachers is still considering the possibility of partnering with the library to share the Westmoreland Mini Library for office and meeting space. Judith has spoken with both the Rock Creek superintendent, Darrel Stufflebeam and Dena Schmitz, the Parents as Teacher Educator, about this possibility. The school district has also spoken with the City of Westmoreland, who owns the building that houses the library in Westmoreland, and received favorable feedback. There's also been discussion of erecting a shed on the property behind the library in order to provide the needed storage for the Parents as Teachers equipment.
- Emma Schreiber has been rehired as a Substitute Librarian at the Onaga Branch. However, she is currently out on leave after the birth of her third child.
- The City of St. Marys is moving forward with their plans to sell the two lots of land south of the library. The lots are zoned single family residential or 2 family residential duplex. An auction will be held on May 19<sup>th</sup> at 7:00 p.m. at the City of St. Marys Meeting Room.
- Judith and Julie have started working on the 2017 Library Budget. Judith asked that the Board let her know if they had any particular concerns or considerations.
- The library has received the draft of the required annual audit from Varney and Associates. In past years we have waited until after the budget for the next year has been set before completing the audit, but since we closed the 2015 financial year early we were able to get it done sooner. The 2015 audit should be ready to be presented at the May Board Meeting.
- UNFINISHED BUSINESS:
- LIBRARY BOARD/STAFF FUNCTION: The consensus was that the Board and staff enjoyed the Board/Staff function this year at the Volland Store. The only negative feedback on the event on the staff side was the distance Volland is from some library locations in Pottawatomie County.
- Ruth Messer was presented with flowers and a thank you on behalf of the Library Board for her time on the Board. Pam Bales was again welcomed as her replacement by the Board.
- HARVESTERS KIDS CAFÉ PROGRAM: Judith has been working steadily to organize this program to coincide with the annual Summer Reading Program from June 6th-July 30<sup>th</sup>.
- Harvesters have established an account to facilitate the required background checks and Judith is in the process of getting this completed. Waivers and release forms need to be signed by each individual and the background check costs \$3/check.
- Site visits conducted by Harvesters staff have been conducted at each of the locations to survey the storage spaces for food and to insure food safety is maintained.
- Staff is working on coordinating community volunteers and starting to advertise. School visits are being scheduled at each location and a calendar of SRP activities, bookmarks, and flyers announcing the Summer Food Program Schedules at each location should go home with each child.
- For future planning, the annual Summer Reading Program themes have now been set through 2019.
  - 2016: Sports & Exercise, On your mark, get set, Read! – Get in the Game, Read! – Exercise Your Mind, Read!
  - 2017: Building & Architecture, Build a Better World, Read!
  - 2018: Music, Libraries Rock, Read!
  - 2019: Space, 50<sup>th</sup> Anniversary of the first walk on the moon
- BOARD MEMBER POSITIONS: Judith confirmed that Paulette Simecka has been appointed to serve her first full term on the PWRL Library Board by the Pottawatomie County Commission. Pam Bales has also been appointed by the Wabaunsee County Commission to fill the position on the PWRL Library Board for Alma. The term for both new Board Members runs from May 1, 2016 – April 30, 2020.

- NEW BUSINESS:
- BANK SIGNATURE CARDS: Bank signature cards for all PWRL accounts were distributed and signed. This process must be completed each time there is a change in Board membership.
- BOARD MEETING DATES FOR 2016: The next Library Board meeting will be held on Wednesday, May 25, 2016 at the St Marys Headquarters Library.
- ADJOURNMENT: Ruth Messer declared the meeting adjourned at 7:30 PM.



Chairman



Secretary