

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, April 27, 2022, at the PWRL St. Marys Headquarters Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:13 p.m. Peggy Adams was Secretary and Paulette Simecka was Treasurer. Others present were board members: Sandie Jensen and Alicia Matson; Pat Weixelman, Pottawatomie County Commissioner; Judith Cremer, Director and Rain Schultz-Pruner, Assistant Director.
- ADOPTION OF THE MEETING AGENDA: Pam Bales moved that the agenda be approved as presented. Sandie Jensen seconded the motion, and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE March 30, 2022 MEETING: 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: 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: Judith reported that there would be no increase in the cost for the NCKL contract in 2023. It was noted that the costs and benefits of the contract would be evaluated over the coming year, and it is likely there will be an increase for 2024.
- DIRECTOR'S REPORT: Arrangements have been made to send the 2023 Budget packet to the Pottawatomie County Financial Administrator as soon as the Board approves it tonight. Judith will reformat the budget documents and get them emailed before she leaves this evening. The 2023 Library Budget presentation to the Pottawatomie County Commission is scheduled for Monday, May 2, 2022 at 10:00 a.m. Paulette Simecka will accompany Judith to represent the Library Board. The 2023 Library Budget presentation to the Wabaunsee County Commission is scheduled for Monday, May 10, 2022 at 9:30 a.m. Pam Bales will accompany Judith to represent the Library Board.
- PWRL purchased several lots of used furniture over the past month. 40 matching stackable burgundy chairs were purchased from the Kansas State Surplus for \$3 each. Older mismatched public seating has been replaced with these chairs at St. Marys, Alma, and Westmoreland. 19 wooden library chairs with padded seats were purchase for \$5 each from the Topeka and Shawnee County Public Library. 12 long narrow tables were also purchased from this library for \$10 each. Seating at Harveyville, Alta Vista, and Olsburg has been completely replaced. Public computer tables at Alma, Eskridge, Onaga,

were replaced with the new tables. Photos of the updated public spaces were shared with the Board.

- Construction on the proposed pocket park at the St. Marys Headquarters Library started with excavation for the concrete work on Monday, May 25th. Work was delayed when workers hit an unexpected sewer line, but a 12 x 12 concrete slab has been completed. This was not exactly the plan, but the city crew has agreed to help with finishing work, including the assembly and installation of the outdoor furniture purchased late last year with funding from a Kansas Library Association Health and Wellness Grant. They will also power wash the shed and apply a base coat in preparation for a mural that Library Staff are in the process of planning. Judith agreed that the Library would pay the City \$700, equal to half the cost for the concrete work. She told the Board that the Library would use donation or grant funds to cover this cost.
- Judith reported that an equipment trailer was stolen from the construction site that is adjacent to the St. Marys Headquarters Library. In the process of investigating the theft it was discovered that the library and the St. Marys Police Department both use Wamego Telco as their security vendor. St. Marys Police Chief Cid subsequently requested that the Library give the Police Department viewing access to the external security cameras at this location to better monitor and patrol the area. Judith asked for a formal request and the Chief complied with a memo outlining his proposal. Judith subsequently gave written permission to Wamego Telco to set up access for the St. Marys Police Chief and Police Captain under the stated parameters.
- After discussion, Pam Bales moved that the Board formally approve the agreement made to allow the St. Marys Police Department access to the exterior cameras at the St. Marys Headquarters Library. Sandie Jensen seconded the motion and the motion carried.
- Judith reported that the St. Marys Literary Club is scheduled to hold their May Membership Meeting at the St. Marys Headquarters Library on Monday, May 2nd. The group will meet at the library at 7:00 p.m. Judith will provide the program, and give an overview of the current state of the library. This will include the upcoming Summer Reading / Summer Food Program and information about the new Internet Connected Equipment Loan Program.
- Judith received notification that PWRL's applications for category one reimbursement for online connections, and category two funding for the purchase of wireless access points, cabling, and installation, have both been approved. PWRL will be eligible for a 70% reimbursement under this funding commitment. Online costs for PWRL's eight locations for the period from July 1, 2022 – June 30, 2023 is set at \$12,364.92. PWRL will be eligible for a reimbursement of up to \$8,655.45 of this cost. The full cost of the category two equipment and labor is set at \$5,632.00 PWRL will be eligible for a reimbursement of up to \$3,942.00
- UNFINISHED BUSINESS:
- 2023 LIBRARY BUDGET – APRIL 27, 2022: Discussion on the 2023 Budget was, by consensus, moved to the bottom of the agenda.

- LIBRARY BOARD / STAFF FUNCTION – MAY 25, 2022 (WED.) @ ST. MARYS: The dinner for the Board / Staff function will be prepared by the Alma Bakery. The check for the meal was included with the April bills. The money for this is taken from Miscellaneous Revenue, and does not include any tax funds. Judith is hopeful that the new Pocket Park at the St. Marys Headquarters will be completed prior to the Board / Staff function. Invitations for the function are ready to go out. Sheila and Rain are working on the team building exercises for the event. The regular May Library Board Meeting will held immediately following the Board / Staff Function.
- NEW BUSINESS:
- ECF & OTHER GRANT OPPORTUNITIES: The promised reimbursement from the ECF have been slow in coming. After intervention from the State Library PWRL received the reimbursement for the Chromebooks and the equipment portion of the hotspots. Since then Judith has responded to half a dozen requests for information from the ECF concerning the Data portion of the hotspots.
- There is still a \$12,000 ECF commitment to reimburse funds already paid by the Library, but the ECF seems reluctant to pay. The latest ruling stated that the ECF will not pay for month of service that have not yet passed. They initially said they were adjusting PWRL's reimbursement request from \$12,000 to \$480. After additional consolation with the Kansas State Library the ECF revised this adjustment to \$4,000. This will basically pay the equivalent of four months of data service. Judith said she would continue to negotiate, but further reimbursement may need to be requested on a month to month basis. This is despite the fact that PWRL's original application made it very clear that the Library was not purchasing a month to month service, but rather of bundled equipment and data package. This was also what the ECF approved, but they now seem to be working under a different set of rules.
- LEASE RENEWALS, ESKRIDGE, ONAGA, ST. MARYS – 2023:
- After discussion, Peggy Adams moved to approve the Onaga Lease Renewal as presented. The owner, Annette Cline, has not asked for a rent increase in 2023. The rental amount will remain the same at \$400 per month. Paulette Simecka seconded the motion and the motion carried.
- After discussion, Sandy Jensen moved to approve the Eskridge Lease Renewal, contingent on the building owner doing some needed repairs. The owner, John Whitaker, asked for a \$50 increase, amounting to rent amount of \$500 per month. The renewed lease will run from January 1, 2023 – December 31, 2032. Paulette Simecka seconded the motion and the motion carried. Judith told the Board that she would contact the building owner and relay to him the list of needed repairs.
- Judith reported that the City of St. Marys has been notified in writing, as per a requirement in the 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, so the \$600 estimated budget amount for rent at this location has not yet been confirmed.

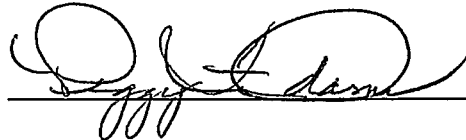
- NCKL CONTRACT 2023: As mentioned under the NCKL Rep Report, there will be no increase in the cost for the NCKL current in 2023. Judith will work with NCKL Staff to evaluate services over the coming year. When the NCKL Contract for 2023 is ready it will again be added to the Library Board Meeting Agenda.
- OCEANS OF POSSIBILITIES – 2023 SUMMER READING / SUMMER FOOD PROGRAM: Progress on the planning for the 2022 Summer Reading / Summer Food Program was discussed. Event calendars, flyers, brochures, social media and craft ideas were shared with the Board.
- Judith reported on the partnership with Catholic Charities of Northeast Kansas. The decision to return to onsite meal service will have a big impact on PWRL's Summer Reading / Summer Food Program. Onsite service is very labor intensive for staff, and it is more difficult for families to make the commitment to visit the Library multiple days each week. This decision is made at the State level though so we don't have much control over it. The first food deliveries have already been scheduled, and the required annual training will be held during the staff meeting scheduled for Friday, May 6th.
- PWRL will be participating in a pilot program sponsored by the Kansas Department of Wildlife and Parks. They are promoting an offer of free Kansas State Park day permits. They are working with Kansas Libraries to distribute these permits to the public. The tickets cost \$5.00 each and come in books of 25 permits. NCKL purchased four books to be shared at PWRL's eight locations. PWRL will distribute these as part of the Summer Reading Program activities.
- BOARD MEMBER POSITIONS – SIGNATURE CARDS: After discussion, Pam Bales moved that the Board approve the Farmer's State Bank Signature Card Resolution, and allow current PWRL Library Board Members to sign the new signature cards. Peggy Adams seconded the motion and the motion carried.
- 2023 LIBRARY BUDGET – APRIL 27, 2022: The 2023 PWRL budget proposal includes adjustments in various expense lines based on actual and projected costs. The reasoning for each adjustment is explained in detail in the Line Item Narrative that accompanied the Board budget packet.
- The major part of the increase for 2023 was recommended for salaries and wages. Because of the low base salaries paid by the library, and the lack of health insurance, PWRL has very high staff turnover. It is very difficult to recruit and retain qualified staff. Several options for adding health insurance were investigated this year, but no good solution were found. Consequently the recommendation for the 2023 Budget Proposal was to increase salaries to a level equal with what other Libraries serving a similar population size are paying. The pay gap is large so the increases recommended went significantly beyond the usual recommendation of 1% - 2% pay raises.
- After discussion, Pat Weixelman, Pottawatomie County Commissioner, said he would continue to investigate ways for the Library to add health insurance benefits for Library

employees. He said that he would follow up with the Pottawatomie County Administrator to see what options are available. Judith noted that the lack of health insurance for Library employees is the number one reason that qualified candidates decline offers to work for the Library, or leave the library for other employment.

- Pat Weixelman, Pottawatomie County Commissioner, left the meeting at 7:38 p.m.
- After much more discussion, Alicia Matson moved that the Board approve the 2023 PWRL Library Budget, providing for a 3.5% salary increase for Library Staff, and allowing the transfer of \$18,000 from the Capital Improvement Fund to the General Fund to allowing a total 6% increase in Staff salaries. The approved 2023 Library Budget includes a General Fund of \$579,621.00 and an Employee Benefit Fund of \$70,208.00 for a total of \$649,829.00, representing an overall 6.06% budget increase. Paulette Simecka seconded the motion and the motion carried.
- NOTE: PWRL has not yet received certified valuation from the Pottawatomie and Wabaunsee County Clerks. The population statistics used for preparing the 2023 budget have not yet been released by the Kansas Division of the Budget. Once those figures are available, it will be possible to figure the apportionment of the 2023 Library Budget between the two counties based on 50% population and 50% valuation in each county. The Tax Fund Data sheet provided for the Board with the proposed 2023 PWRL Budget Packet used valuation and population numbers for figuring the 2022 budget. The apportionment shown on this sheet will change when the certified numbers for figuring 2023 budgets are released.
- RESOLUTION ON INCREASE – 2023 LIBRARY BUDGET: After discussion Pam Bales moved that the Board approve the resolution on increase for the 2023 Library Budget and allow the appropriate officers to sign. Peggy Adams seconded the motion and the motion carried.
- BOARD MEETING DATES FOR 2022: 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 25, 2022. The Board Meeting will be held immediately following the Board / Staff Function.
- ADJOURNMENT: Sandie Jensen moved that the meeting be adjourned. Alicia Matson seconded the motion and the motion carried. The meeting was adjourned at 9:02 p.m.



Chairman



Secretary