

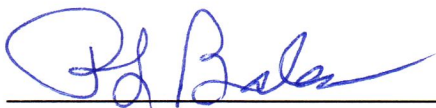
- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, May 30, 2018 at the St. Marys Headquarters Library.
- **CALL TO ORDER:** Chairman Pam Bales called the meeting to order at 5:30 p.m. Linda Tessendorf was Secretary. Paulette Simecka was Treasurer. Others present were board members: Nina Imthurn, Sandie Jensen, and Sue Jenkins; Elizabeth Tschetter, Assistant Director; Judith Cremer, Director.
- **ADOPTION OF THE MEETING AGENDA:** Nina Imthurn moved that the agenda be as amended to include the NCKL Contract under New Business. Paulette Simecka seconded the motion and the motion carried.
- **APPROVAL OR CORRECTIONS OF MINUTES OF THE APRIL 25, 2018 MEETING:** Nina Imthurn moved that the minutes be approved as presented. Sandie Jensen seconded the motion and the motion carried.
- **CORRESPONDENCE AND COMMUNICATION:** The Board received a Thank You card from Joyce Mathies, Alma Branch Librarian, thanking them for the successful Board/Staff Function last month.
- **REPORT OF TREASURER:** Paulette Simecka, Board Treasurer, reported the Library received ad valorem funds from Wabaunsee County in the amount of \$38,165.84. Of that amount, \$34,263.89 was allocated to the General Fund and \$3,901.85 was allocated to the Employee Benefits Fund.
- **APPROVAL OF BILLS:** After discussion, Sandie Jensen moved that the Board approve and pay the bills as presented. Paulette Simecka seconded the motion and the motion carried.
- **NCKL REP. REPORT – DIRECTOR:** Judith will attend an NCKL Executive Committee Meeting on May 31, 2018. NCKL is working on their plan and goals for 2019, which will be presented to the System Board at the annual meeting in August. The executive committee will also be discussing the contracting libraries annual fee summary review which includes a 5% increase in the annual NCKL contracting fee for 2019.
- **REPORT OF DIRECTOR:**
 - Judith distributed final copies of the PWRL Operation – Part 1 policy section approved at the April Board meeting to Board Members.
 - The Smoke Signal printed an article on May 9, 2018, highlighting the work tech program at the Special Services Cooperative serving Wamego, Rock Creek, and Wabaunsee School Districts. The PWRL Alma Branch had one student volunteer working through this program, plus another student who received work study credit through USD 329.
 - On May 10, 2018, the Westy Official Weekly paper ran a positive article on the PWRL Westmoreland Mini Libraries programs and services. The article also highlighted the efforts of each of the three staff members who work at that location, including Mini Librarian Wendi Rogers, and Substitute librarians, Susan Magnett and Cherrie Ann Lindsey.
 - The Olsburg Mini Library’s back door needs to be replaced. Through the efforts of Olsburg City Clerk, Jackie Cassel, the Olsburg Friends of the Library has agreed to replace the door at no cost to the Library.
 - PWRL received the ERATE Funding Commitment Letter for the 2018-2019 fiscal year confirming a reimbursement amount of up to \$6,720 for online costs paid during that time period.
 - Judith and Colette Goldade, Processing Clerk, have been working with Melvin Bruntzel, a patron who is making a large donation of historical books to the Library, including a complete set of Kansas State Historical Quarterlies.
 - Judith has been in negotiations with the Kansas Historical Society to obtain the microfilm of the previous five years of the five local newspapers in PWRL’s service area. The library will also be

donating hardcopies of a missed section of the Eskridge County Line Newspapers from 1998-2002 so that they can also be microfilmed and added to the collection.

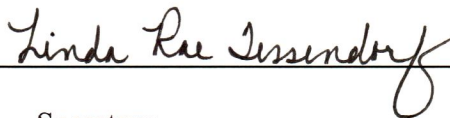
- Judith and Elizabeth are working on the Library's technology replacement schedule and establishing priorities based on what is available for purchasing through the technology line in the current budget year. Elizabeth will work on replacing computers on location as she makes her way around during this year's Summer Reading Program.
- UNFINISHED BUSINESS:
- BOARD MEMBER POSITIONS: Judith provided the Board with updated signature cards on the five bank accounts maintained by the Library to be signed by board members after they had verified all their information was correct.
- POLICY UPDATE – PERSONNEL: After discussion, Sandie Jensen moved that the Board approve the updated PWRL Personnel Policy as presented. Nina Imthurn seconded the motion and the motion carried.
- 2019 LIBRARY BUDGET: PWRL's 2019 budget proposal was submitted on May 9th to Pottawatomie County's administrative offices as requested to meet their May 11th deadline. Several figures, such as lease obligations, contracts, commitments, population, and valuation were not available at that time, and were estimated in order to meet the deadline. After discussion, the Board agreed by consensus that they will maintain their regular budget cycle and take action on approving the 2019 Library Budget at their June 26th Board Meeting.
- NEW BUSINESS:
- NCKL CONTRACT: After discussion, Nina Imthurn moved that the Board accept the NCKL Contract as presented. The portion not paid by State Aid Funding will be paid from PWRL 2019 Budget Contractual Services line. Paulette Simecka seconded the motion and the motion carried.
- LIBRARIES ROCK- THE 2018 SUMMER READING PROGRAM: The news release about this year's SRP was sent out last week and the calendars of events for each location and a master calendar have been posted to the PWRL website and Facebook.
- All ages are encouraged to participate in the program and staff has worked on creating reading logs and preparing prizes for participants.
- The Summer Food Program is taking place at all 8 locations, but another group is responsible for the Westmoreland lunches. Due to a lack of available local volunteers, the Mini Library locations have made a change from serving lunches Monday through Friday to just serving on the day that location is open. Catholic Charities performed the required yearly training for the food program at the Staff meeting on May 11. The first food delivery arrived at St. Marys today.
- A student is working with Wendi at the PWRL Westmoreland Mini Library to complete her Senior Exit Project at Rock Creek USD 323. The student will assist with coordinating specific activities during the Summer Reading Program. These events are listed on the Westmoreland and master calendars.
- Phil S. Dixon, historian, author, and Humanities Kansas speaker, will be presenting at St. Marys on July 14, 2018, about the Negro National League baseball team, the Kansas City Monarchs. PWRL has applied for a \$300 Kansas Humanities Council Grant to pay for this program.
- Elizabeth has already begun working on the county fairs. PWRL will participate in the county fair parades for both counties after summer reading. Sallie Force, Onaga Branch Librarian, has reserved booth space for the Library during the Pottawatomie County Fair.
- ONAGA BRANCH LIBRARY LEASE: After discussion, Paulette Simecka moved to approve 2019 Onaga Lease Renewal as presented. The new owner, Annette Cline, has not asked for a rent increase in 2019 for the building housing the PWRL Onaga Branch Library. The rental amount will remain the same at \$400 per month. Nina Imthurn seconded the motion and the motion passed.
- WIRELESS INTERNET ACCESS AT ESKRIDGE: As previously reported, Eskridge City Officials have expressed concerns that the wireless internet access available through PWRL's Eskridge Branch

might be attracting disruptive people to the downtown area who cause trouble after hours. Following new complaints and on investigating what was possible with the technology, Judith told the Board that she took two steps to address the cities concerns. First, the password for wireless internet access was changed. This will require users to inquire at the library and confirm their signing of the computer use agreements before obtaining the new password. Secondly, on May 14th, the wireless internet access at the Eskridge Branch Library was scheduled to turn off between the hours of 10:00 PM and 5:00 AM. On May 17th, a patron posted a message on the library’s facebook page explaining the dependence of local residents on the wireless service, and making a plea to have the service restored. After discussion, the Board decided by consensus to maintain the operating schedule that has been now been established at this location until more information on its impact can be determined.

- ELECTION OF OFFICERS: Nina Imthurn moved that the Board approve the following slate of officers for 2018-2019: Chair - Pam Bales; Vice-Chair - Sandie Jensen; Secretary – Linda Tessendorf; and Treasurer – Paulette Simecka. Paulette Simecka seconded the motion and the motion carried.
- BOARD MEETING DATES FOR 2018: The next Library Board meeting will be held on Tuesday, June 26, 2018 at the St. Marys Headquarters Library and, because it is the budget meeting, it is scheduled to start at 4:30 p.m. The July Library Board meeting will be on Tuesday, July 24, 2018 at the Onaga Branch Library and is scheduled to start at 5:30 PM.
- ADJOURNMENT: Nina Imthurn moved to adjourn the meeting. Sue Jenkins seconded the motion and the motion carried. The meeting was adjourned at 6:24 p.m.



Chairman



Secretary