

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, June 29, 2016 at the St. Marys Headquarters Library.
- CALL TO ORDER: Chairman Deb McClain-Williams called the meeting to order at 4:31 p.m. Linda Tessororf was Secretary. Peggy Adams was Treasurer. Others present were board members: Pam Bales, Paulette Simecka, Sandie Jensen; Elizabeth Tschetter, Assistant Director; and Judith Cremer, Director.
- ADOPTION OF THE MEETING AGENDA: Sandie Jensen moved that the agenda be adopted as presented. Peggy Adams seconded the motion and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE MAY 25th MEETING: Pam Bales moved that the minutes be approved as presented. Peggy Adams seconded the motion and the motion carried.
- CORRESPONDENCE AND COMMUNICATION: None
- REPORT OF TREASURER:
 - Peggy Adams, Treasurer, reported that on June 9th the Library received ad valorem funds amounting to \$37, 948.22 from Wabaunsee County. Of that amount \$33,828.60 was allocated to the General Fund and \$4,119.62 was allocated to the Employee Benefits Fund.
 - On June 17th the Library received \$185,000 in ad valorem funds from Pottawatomie County. Of that amount \$165,000 was allocated to the General Fund and \$20,000 was allocated to the Employee Benefits Fund.
- APPROVAL OF BILLS: After discussion, Pam Bales moved that the Board approve and pay the bills as presented. Paulette Simecka seconded the motion and the motion carried.
- NCKL REP. REPORT – DIRECTOR:
 - The annual NCKL Meeting will be August 4, 2016. The meeting will celebrate NCKL's 50th anniversary and the agenda will include the NCKL Budget, system plan, and goals for 2017. Judith and Elizabeth will attend.
- REPORT OF DIRECTOR:
 - In regards to the continued need for maintenance and repair at the Eskridge Branch location, Judith received a call from the building owner, Brian Johnston, on June 22. The lights that needed to be repaired as requested by Judith have since been fixed.
 - On June 10th the Westmoreland City Clerk called and requested that Judith attend a special meeting with the Westmoreland City Council on Monday June 13th regarding the future of the library. Judith and Deb McClain-Williams attended the meeting. Judith explained to the City Council how the Library's resource-sharing and collection rotation has been set up and the benefits to all communities involved, as well as budgetary needs that would be necessary for the Westmoreland location to increase service hours. Judith also advised the Westmoreland City Council that the PWRL Board of Trustees is the final authority on any policy decisions that would result in changes to the operation of library locations and/or service hours.
 - As requested by the Westmoreland City Council, Judith completed figures regarding the amount of additional funding that would be required to expand staffing and service hours at the Westmoreland location. This was e-mailed to the Westmoreland City Clerk for distribution to the City Council members on Thursday, June 16th. Today, Judith spoke with the Westmoreland City Clerk, Vicky Zentner, and was told that the City Council had met to consider the Westmoreland City budget, but there


was no discussion on the possibility of contributing any additional funding to assist with expanding service hours at the Westmoreland location.

- Jenni McDaniel, the Assistant Branch Librarian at Alma, resigned June 10th due to health issues.
- Sheila McKinzie has done a great job of jumping into the role of PWRL bookkeeper. This position was left open with Julie Homan's resignation at the end of May. Judith spent the last three days before Julie left the library compiling a large collection of procedural notes that have been very helpful in guiding Sheila's training. Together, Judith and Sheila have done well during this first month of transition.
- Judith will be on vacation next week, as long as there are no unforeseen issues with the budget preparation.

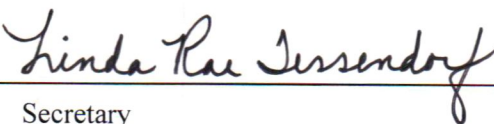
- UNFINISHED BUSINESS:
- HARVESTERS KIDS CAFÉ PROGRAM: Judith noted that this was a great program and there is a definite need in our communities for it, but it has turned out to be more work than expected. Challenges with communication and deliveries have at times cause frustration for everyone. After the third week of reporting PWRL and community volunteers have served lunch to a total of 1,527 children.
- 2016 SUMMER READING PROGRAM: ON YOUR MARK, GET SET, READ! GET IN THE GAME, READ!: Statistics for the first two weeks of the program show that PWRL has a total of 398 kids registered for the 2016 Summer Reading Program. 3,170 people attended special Summer Reading Programming events at the library during these same two weeks.
- 2017 LIBRARY BUDGET:
- PWRL has received valuation from both Pottawatomie and Wabaunsee Counties. The population statistics will not be released by the Kansas State Division of the Budget until July 1. Once we have all this information we can figure the budget apportionment between the two counties. Pottawatomie County valuation is up \$13,724,190. Wabaunsee County valuation is up \$2,581,741.
- The 2017 PWRL budget proposal includes minor adjustments in various lines based on actual and projected costs. The rationale for each adjustment is spelled out in detail in the line narrative budget that accompanied the Board budget packet.
- The majority of the increase for 2017 was recommended for salaries and wages. Because of the relatively low hourly salaries, continuous staff turnover, and great difficulty in recruiting qualified staff the continued focus on increasing salaries remains at the top of PWRL's priority list.
- Some additional issues for the Board's consideration included an estimated 7% decrease in State Aid Funding and the possibility of the board approving transfers from the Capital Improvement Fund to offset shortfalls in the PWRL 2017 General Fund Budget.
- Judith presented three proposed options for the 2017 PWRL budget. Option 1 included 3% salary increase for staff, Option 2 provided for a 1 ½ % salary increase, and Option 3 provided no increase in salary for the library staff.
- After discussion Peggy Adams moved to adopt the 2017 PWRL budget as presented in Option 2, with a 2017 General Fund of \$475,522.00 and a 2017 Employee Benefit Fund of \$55,179.00 for a total 2017 library budget of \$530,701.00. Pam Bales seconded the motion and the motion carried.
- Pam Bales moved that the Board allow the transfer of up to \$2,200 from the Capital Improvement Fund to the General Fund to fund a total 2% increase in staff salaries for 2017. Peggy Adams seconded the motion, and the motion carried.

- NEW BUSINESS:
- 2017 NCKL CONTRACT: The cost for the 2017 NCKL Contract will increase by \$20 with a base rate of \$1,102 and an additional \$2,760 for book rotations at the four branch locations. The estimated cost of the actual services provided is \$9,729.00. Pam Bales moved to accept the 2017 NCKL contract as presented and allow appropriate officers to sign. Linda Tessendorf seconded the motion and the motion carried.

- ONAGA AND ST MARYS LEASE AGREEMENTS: John Annon, the owner of the building housing the Onaga Branch Library has agreed to renew the lease for 2017 with no change in terms, including a continued rent amount of \$400/month. He also advised that he is working on plans for repairing the current issues with the building's floor. Sandie Jensen moved that the Board approve the renewal of the Onaga lease and to allow the appropriate officers to sign the lease agreement. Paulette Simecka seconded the motion and the motion carried.
- The City of St Marys owns the building housing the St Marys Headquarters Library, and as of the date of this meeting, Judith had not received a proposal for the renewal of the lease for 2017. The Board agreed to table the item until the needed information is available.
- ESKRIDGE LEASE AGREEMENT: Brian Johnston, the owner of the building housing the Eskridge Branch Library has agreed to renew the lease with no change in terms, including a continued rent amount of \$450/month for the term of June 1, 2017-December 31, 2022. Pam Bales moved that the Board approve the renewal of the Eskridge lease and to allow the appropriate officers to sign the lease agreement. Paulette Simecka seconded the motion and the motion carried.
- WESTMORELAND SERVICE HOURS: Due to the absence of information or feedback from the City of Westmoreland in response to Judith submitting to them the requested cost figures, the Board agreed to table the item until additional information is available.
- RESOLUTION ON INCREASE: Sandie Jensen moved that the Board approve the resolution on increase for the 2017 Library Budget and allow the appropriate officers to sign. Pam Bales seconded the motion and the motion carried.
- BOARD MEETING DATES FOR 2016: The next Library Board meeting will be held on Wednesday, July 27, 2016 at 5:30 P.M. at the Onaga Branch Library.
- ADJOURNMENT: Peggy Adams moved to adjourn the meeting. Sandie Jensen seconded and the motion carried. The meeting was adjourned at 7:16 P.M.



Chairman



Secretary