

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, July 27, 2016 at the Onaga Branch Library.
- CALL TO ORDER: Chairman Deb McClain-Williams called the meeting to order at 5:30 p.m. Linda Tessendorf 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: Pam Bales moved that the agenda be adopted as amended. Time for remarks from citizens was added as item B on the amended agenda. Peggy Adams seconded the motion and the motion carried.
- REMARKS FROM CITIZENS: Representative from the Westmoreland City Council addressed the Library Board concerning their desire to increase service hours at the PWRL Westmoreland Mini Library. Those present were Westmoreland City Council Members Jim Moore and Mark Jack, and citizen Janet Goodenow.
- Judith provided an overview of the information previously presented to the City of Westmoreland about the necessary costs involved in order for additional service hours to be instituted. The representatives of Westmoreland confirmed they had received this information and did not respond. The representatives of Westmoreland stated they were aware that the Library's 2017 budget had been set and also stated that the City of Westmoreland's 2017 budget had already been set.
- The representatives of Westmoreland suggested the use of community volunteers to fill additional library business hours at no additional cost, and no additional investment by the Library. The Library Board expressed concern about quality of library service without proper training and/or quality standards. Volunteers are and always have been welcome at any of the Pottawatomie Wabaunsee Regional Library locations, and only need to express interest in volunteering to any Library staff. When asked who the interested volunteers were, the representatives of Westmoreland declined to advise the Board of interested parties.
- The representatives of Westmoreland stated that they had received complaints about patrons not receiving books they have requested. The Library Board, Library Director, and Assistant Director have not previously been made aware of any of these issues and expressed concern and a desire to resolve any issues. The representatives of Westmoreland declined to advise the Library Board of the identities of any affected library patrons.
- Mr. Moore advised that as an employee of Farmers State Bank in Westmoreland, he would have the ability to include library content in bulk mailings at 20 cents per mailing. The Library Board expressed interest in providing content as well as having the community of Westmoreland surveyed about desired business hours for the Westmoreland Mini Library. Mr. Moore stated he would be willing to include information from the library in future mailings at no cost to the Library. Both he and the Library Board agreed to arrange this.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE JUNE 29, 2016 MEETING: Pam Bales moved that the minutes be approved as presented. Sandie Jensen seconded the motion and the motion carried.
- CORRESPONDENCE AND COMMUNICATION: None
- REPORT OF TREASURER: None. Judith noted that a total of \$18,159.18 in ad valorem tax funds remains to be paid to fund the 2016 PWRL budget, including \$8,627 from Pottawatomie County and \$9,532.18 from Wabaunsee County.

- **APPROVAL OF BILLS:** After discussion, Sandie Jensen moved that the Board approve and pay the bills as presented. Peggy Adams seconded the motion and the motion carried.
- **NCKL REP. REPORT – DIRECTOR:**
- LogMeIn, the software purchased by NCKL for member libraries to initiate remote connection to computers at other locations to preform maintenance and troubleshooting has doubled in price. NCKL has subsequently decided to switch to another provider for that service. Elizabeth and Judith will be uninstalling LogMeIn and installing ScreenConnect on all of PWRL’s computers to facilitate this change.
- **REPORT OF DIRECTOR:**
- Judith provided an overview of the current financial sheets to the Board and demonstrated how to reconcile the financial report and the balance sheet.
- PWRL has applied to receive an LSTA grant through the State Library to reimburse for the cost of books purchased from the 2016 Kansas Notable Book List. All titles on this list are currently already owned or have been ordered by the library.
- In regards to the continued need for maintenance and repair at the Eskridge Branch location, Judith spoke with the building owner, Brian Johnston regarding issues with the lights taking 2-3 hours to fully come on after the switch is flipped. Mr. Johnston suggested that the problem might have been caused by nearby construction loosening the bulbs.
- Staff detected smoke coming from the passenger side wheel well on the library van on returning to St. Marys after participating in the Wabaunsee County Fair Parade on July 23. The van was in the shop from July 25-July 26 for brake repairs. The cost for the repairs will be partially covered under the warranty for brake work done on the van last year.
- In addition to the Launchpads for kids that the State Library of Kansas has supplied as part of their statewide floating collection, they are now offering Launchpads loaded with games and programs of interest to adults.
- Judith received a call from Sarah Sanders of the St Marys School District regarding interest in offering parents a distance education option. Judith advised that the Library would be happy to assist with access to computers in the fall.
- The Library will be re-advertising the open Collection Development position after the conclusion of Summer Reading. Due to this vacancy, Judith currently has a large backlog of boxes of books to be cataloged and processed in addition to her other responsibilities as Library Director.
- Summer Reading and the Harvesters program will be discussed at the next staff meeting, which will take place on August 26.
- **UNFINISHED BUSINESS:**
- **HARVESTERS KIDS CAFÉ PROGRAM:** PWRL is in the final week of both the Summer Reading Program and the Summer Food Program. The last day for food service will be on July 30th. The total number of meals served by each location for the last 7 weeks leading up to this week are as follows: Alma-159; Alta Vista-157; Eskridge-202; Harveyville-340; Olsburg-456; Onaga-98; St Marys-987; Westmoreland-63
- **2016 SUMMER READING PROGRAM: ON YOUR MARK, GET SET, READ! GET IN THE GAME, READ!:** This year’s Summer Reading Program ends Saturday, July 30. A wrap-up news release will be sent to the area newspapers once all the stats are compiled.
- **2017 LIBRARY BUDGET:** The 2017 library budget set by the library board at their regular meeting on June 29<sup>th</sup> included a general fund of \$475,522.00 and an employee benefit fund of \$55,179.00. This amounts to a \$6,262 or 1.19% increase over the 2016 library budget. The board also made a motion at the June meeting to approve the transfer of up to \$2,200 from the Capital Improvement Fund to the

General Fund to allow a total increase of 2% for Salaries in 2017. After revising the budget sheets Judith confirmed that \$1,883 would be required for this purpose.

- Judith and Linda Tessororf met with the Pottawatomie County Commission on July 11 to present the 2017 Library Budget, and Judith, Peggy Adams, and Pam Bales met with the Wabaunsee County Commission on July 18.
- ST MARYS LEASE AGREEMENT: Andrea Core, the St. Marys City Clerk, advised Judith that the City is interested in renewing the Library's lease agreement for 2017 and will not be asking for any additional amount in rent. The monthly amount will stay at \$550.00 per month.
- WESTMORELAND SERVICE HOURS: Judith suggested that the library board consider the possibility of adding a few hours on a Thursday evening on a trial basis. This would work into the established route and the Mini Librarian/route driver could add a pick-up and delivery of reserve materials on the way to and from staffing at the Olsburg Mini Library. Judith said she would talk to Sallie Force, Westmoreland Substitute, about the staffing additional hours at Westmoreland. The Board agreed to consider the possibility at the August meeting.
- NEW BUSINESS:
- CIF TRANSFER – LIBRARY MATERIALS: After discussion Pam Bales moved that the Board allow the transfer of \$30,000 from the Capital Improvement Fund to the General Fund for the purchase of library materials. Peggy Adams seconded and the motion carried.
- NCKL ANNUAL MEETING – AUGUST 4, 2016: Judith and Elizabeth will attend the NCKL Annual Meeting on August 4 at the Manhattan Public Library. The meeting will include a budget hearing at 10:00 AM, as well as a speaker, Roger Carswell, the Director of SEKLS with a presentation on the history of Kansas Regional Library Systems.
- PROGRAMS AND PROMOTIONS:
- The Wabaunsee County Fair took place July 22-26. The theme was "Cows, Plows, Sows" and Elizabeth, Joyce Mathies, Alma Branch Librarian, and Wendi Rogers, Mini Librarian/Route Driver participated in the parade on July 23.
- The Pottawatomie County Fair will take place August 4-7. Elizabeth will set up a booth for the Library on Wednesday evening and take it down on Sunday evening. The theme is "Blue Jeans and Country Dreams" and Wendi and Elizabeth will participate in the Fair Parade on August 7.
- The Alma Bluegrass Jams will be starting again August 6.
- Alta Vista Old Settlers' Day and the Harveyville Fair will both take place on September 24. Elizabeth, and possibly Wendi will be representing the Library in the parades for both events.
- The October NCKL Directors' Meeting is scheduled to take place at the Alma Branch Library.
- The Library is benefitting from increased foot traffic as a result of the popular game Pokémon Go. Several PWRL locations are Pokestops or PokeGyms, which are real world locations players must travel to in order to battle other players' Pokémon or collect items in the game.
- Kansas Reads to Preschoolers will take place the week of November 14. The selected book this year is Bear Sees Colors by Karma Wilson and Jane Chapman.
- BOARD MEETING DATES FOR 2016: The next Library Board meeting will be held on Wednesday, August 31, 2016 at 5:30 P.M. at the Eskridge Branch Library.
- ADJOURNMENT: Peggy Adams moved to adjourn the meeting. Paulette Simecka seconded and the motion carried. The meeting was adjourned at 7:30 P.M.

Chairman

Secretary