

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, September 25, 2019 at the PWRL Olsburg Mini Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:31 p.m. Nina Imthurn was Secretary. Others present were board members: Alicia Matson, Sandie Jensen, and Paulette Simecka. Judith Cremer, Director, was also present.
- ADOPTION OF THE MEETING AGENDA: Sandie Jensen moved that the agenda be approved as written. Pam Bales seconded the motion and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE AUG. 28, 2019 MEETING: Pam Bales moved that the minutes be approved as corrected. Alicia Matson seconded the motion and the motion carried.
- CORRESPONDENCE AND COMMUNICATION: None
- REPORT OF TREASURER: Paulette Simecka, Board Treasurer, reported that the Library received ad valorem funds from Wabaunsee County in the amount of \$7,530.38. Of that amount \$6,749.93 was allocated to the General Fund and \$780.45 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. Pam Bales seconded the motion and the motion carried.
- REPORT OF DIRECTOR: Judith will attend the NCKL Executive Committee meeting tomorrow in Manhattan.
- New requirements for federal grants, including speaker grants through the Kansas Humanities Council, will soon be requiring a SAMS (System for Award Management) number in addition to the more standard DUNS number. Judith told the board she has begun the process necessary to acquire a SAMS number for PWRL.
- The Human Resources Consultant at NCKL has alerted the library to upcoming changes in the federal overtime rules. PWRL made changes to staffing classification when changes to the exempt status were discussed several years ago so the library should now be in compliance.
- Judith and Sheila McKinzie, PWRL Bookkeeper / Secretary, attended the Annual KPERS meeting in Topeka on Sept. 18th. A KPERS staff member has subsequently been scheduled to attend the PWRL staff meeting on Oct. 18th to provide library staff with both saving strategies and answers to retirement questions.
- Judith updated the Board on the timeline for filing annual E-Rate applications. E-rate form 486 has been submitted signaling the start of the fiscal year that runs from July 1, 2019 – June 30, 2020. Judith is also in the process of filing E-Rate 472 reimbursement forms for online services received during the fiscal year that ran from July 1, 2018 – June 30, 2019. The E-rate program no longer reimburses for the cost of telephone services received by the library.
- CenturyLink customers experienced a community wide outage at Harveyville and service was done at the library for almost three weeks. The static IP had to be changed at the library which required additional work to notify database vendors and update the technology. Judith worked to restore partial access to the internet on Friday, Sept. 20<sup>th</sup>. The service was not fully returned until Duane Mayer, NCKL Technology Consultant, completed the necessary network installations on Tuesday, Sept. 24<sup>th</sup>.
- Alma experienced a glitch with their new Microfilm machine this morning. Staff had scheduled a training session with students from the high school newspaper class and the machine had a problem with the focus. After consulting with Salina Blueprint techs we learned that windows updates can cause this problem and the machine needed a hard reset to resolve the issue.

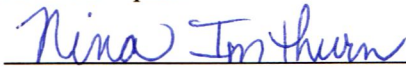
- Judith and Melanie Smith, St. Marys Branch Librarian, attended an Inter-library Loan workshop in Salina on Sept. 11th. The session was hosted by the Kansas State Library and featuring staff from Auto-Graphics who gave details on how to troubleshoot the recent upgrades made to PWRL's Auto-Graphics Verso Online Library Catalog.
- Yesterday the Hesston Public Library sent an e-mail to the statewide library e-list offering a slat wall display piece to the first library to respond. Staff at Alma had previously expressed interest in getting this type of display which retails for around \$800 through a library supply vendor. PWRL was the first respondent, and Melanie has already picked up the piece and delivered it to Alma.
- UNFINISHED BUSINESS:
- STAFFING: Sept. 3<sup>rd</sup> Lori Beth Terrell became the Alma Branch Librarian. Lorelei Wilson took the Alma Assistant Branch Librarian position. Lorelei will also be assisting Lori Beth as she assumes her new position.
- Sheila McKinzie, PWRL Bookkeeper / Secretary, will be adjusting her schedule to accommodate time off as needed to assist with her husband's medical appointments. She will also, at times, be working out of the PWRL Harveyville Mini Library rather than the St. Marys Headquarters.
- Judith interviewed and hired LaNelle Oney for a Substitute position at Alma on Sept. 11<sup>th</sup>. Judith trained with LaNelle on Friday, Sept. 20<sup>th</sup>. LaNelle will be working each Monday morning, taking the position recently vacated by Donna Siebert.
- Judith told the Board she has been working Saturdays at the PWRL Westmoreland Mini Library since August 24<sup>th</sup>. Jamie Rogers, as was discussed at the Aug. Board Meeting, was hired to fill the open position on Saturdays at this location. Judith trained with him on Sept. 7<sup>th</sup>, and Sept. 14<sup>th</sup>. She felt that Jamie did a great job, but he has unfortunately made the decision to not continue in the position. Judith said she would continue to work to fill this position as soon as possible.
- Several other positions remain open at the library. Judith told the Board she would keep them informed on the progress of hiring to fill these positions as she moves forward.
- PROGRAMS AND PROMTIONS: The St. Marys Homecoming parade will be held Friday, Sept. 27<sup>th</sup>. Colette Goldade, Collection Manager, and Melanie Smith, St. Marys Branch Librarian, will decorate the library van and represent the library in the parade.
- The PWRL Alma Branch Library is conducting a fall bookmark contest. Bookmark designs have been given to teachers at both the Alma Grade School and the St. Johns Lutheran School. Students will color the bookmarks and a winner will be chosen from each class. Winning bookmarks will be reproduced and printed with the library locations and hours on the reverse to be given to library patrons.
- Fall Storytime has begun at all branch locations. It will be held each Tuesday morning at 10:00 am through December 17<sup>th</sup>. Storytime sessions are also held at each mini location each morning and afternoon.
- The Kansas Reads to Preschoolers "one book- one state" program is scheduled for the week of November 3<sup>rd</sup>. The book chosen for this program is "I Like Myself" by Karen Beaumont. Each PWRL location has at least one copy of this book and staff will be making arrangements in each community so that it is read to as many children as possible during Kansas Reads Week.
- NEW BUSINESS:
- ST. MARYS LEASE AGREEMENT: The library was notified by the St. Marys City Clerk on Sept. 18<sup>th</sup> that the St. Marys City Council had carried over discussion of the renewal of the lease for the building housing the St. Marys Headquarters Library until their October meeting date. The clerk said the city was looking at changing the amount of time required to terminate the lease, and at overseeing the

meetings scheduled at the library. Judith reported that she spoke with Francis Awerkamp, St. Marys City Councilor, on Friday, Sept. 20th. Mr. Awerkamp expressed concern regarding what the City Council perceived as controversial programming that might be held at the Library. He gave the example of an LGBTQ program held last year at the Wichita Public Library and reported in the media. After a discussion of current PWRL policy Mr. Awerkamp agreed that the St. Marys City Council would likely approve the lease as written at their October City Council meeting.

- KLA CONFERENCE – OVERLAND PARK – OCT. 23-25, 2019. PWRL will be sending four staff members to the annual KLA conference this year. Judith Cremer, Director, Colette Goldade, Collection Manager, Melanie Smith, St. Marys Branch Librarian, and Lori Beth Terrell, Alma Branch Librarian, will be attending. Judith noted that she has applied for continuing education grants from NCKL to reimburse the library for the cost of the KLA registration fees.
- BOARD MEETING DATES FOR 2019: The next Library Board meeting will be held on Wednesday, October 30, 2019 at the St. Marys Headquarters Library and is scheduled to start at 5:30 PM.
- The Board agreed that they would move the November 26, 2019 Library Board Meeting to Wednesday, November 20, 2019 to ensure that there would be a quorum for this meeting.
- ADJOURNMENT: Pam Bales moved to adjourn the meeting. Paulette Simecka seconded the motion and the motion carried. The meeting was adjourned at 6:37 p.m.

  
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Chairman

  
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Secretary