

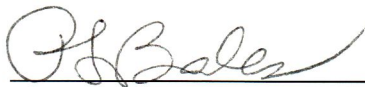
- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, September 26, 2018 at the PWRL Eskridge Branch Library.
- **CALL TO ORDER:** Chairman Pam Bales called the meeting to order at 5:30 p.m. Linda Tessendorf was Secretary. Paulette Simecka was Treasurer. Others present were board members: Nina Imthurn, Sandie Jensen; Judith Cremer, Director. Board member, Sue Jenkins, was present remotely via telephone.
- **ADOPTION OF THE MEETING AGENDA:** Sandie Jensen moved that the agenda be approved as presented. Nina Imthurn seconded the motion and the motion carried.
- **APPROVAL OR CORRECTIONS OF MINUTES OF THE AUGUST 29, 2018 MEETING:** Nina Imthurn moved that the minutes be approved as corrected. Paulette Simecka seconded the motion and the motion carried.
- **CORRESPONDENCE AND COMMUNICATION:** Official notice from Joyce Mathies, Alma Branch Librarian, of her intent to retire from her position with PWRL and that her last day will be October 31, 2018.
- **REPORT OF TREASURER:** Paulette Simecka reported that PWRL has received the final ad valorem payment of the year from Wabaunsee County in the amount of \$7,647.16. Of that amount \$6,902.09 was allocated to the General Fund and \$745.07 was allocated to the Employee Benefits Fund.
- **APPROVAL OF BILLS:** After discussion, Paulette Simecka moved that the Board approve and pay the bills as presented. Sandie Jensen seconded the motion and the motion carried.
- **NCKL REP. REPORT – DIRECTOR:**
 - The Library has applied for NCKL’s Continuing Ed grant in order to reimburse the cost of registration fees for the KLA annual conference.
 - The next NCKL Executive Committee meeting will be held tomorrow, September 27. Judith will attend and will also check into the status of the submitted grant applications.
- **REPORT OF DIRECTOR:**
 - There is a staff meeting scheduled for October 19. The meeting will serve as preparation for Kansas Reads week including crafts and programming ideas. The Library has purchased a button maker that staff will learn to use for library crafts and as a tool for promoting the library. The meeting will also include a presentation by Chuck Clanahan from Homeland Security focused on emergency procedures and active shooter scenarios.
 - Cherrie Ann Lindsey, Westmoreland substitute, has agreed to start covering the hours on Mondays at that location that will no longer be covered by Susan Magnett. Because she works for the school, Cherrie Ann will need to come in an hour later than the previous schedule allowed, so Wendi will stay an hour later to compensate. Staffing for the 4-hour shift on Thursday afternoon / evenings has not yet been resolved, but the Library has until the end of October to hire someone or otherwise adjust scheduling for current employees.
 - Joyce Mathies will complete her last day as the Alma Branch Librarian on October 31, 2018. Yesterday, September 25, Judith interviewed and hired Lorelai Wilson to fill Joyce’s position. Lorelai is currently Alma’s Assistant Branch Librarian. To fill the Assistant Branch Librarian position, Judith also interviewed and hired Lori Beth Terrell. Lori Beth is currently the substitute at Alta Vista and will continue in that position in addition to her new hours at Alma. The Library will work to accommodate for preexisting leave time for these employees. Joyce will work on training the employees in their new positions during October and in November Judith will take over the training.

- UNFINISHED BUSINESS:
- POLICY UPDATE – OPERATIONS, PART 2, COLLECTION, MATERIALS, AND MINI LIBRARIES
- After discussion, Sandi Jensen moved to amend and approve the Operations, Part 2, Collection, Materials, and Mini Libraries Policy as presented. Nina Imthurn seconded the motion and the motion passed.
- PROGRAMS AND PROMOTIONS:
- A news release has been sent out to the local county newspapers including a complete list of fall programs at all locations and highlighting storytime sessions at the Library.
- The regular library program schedule has been posted to the Library’s website.
- The Fall 2018 newsletter has been sent out via email addresses provided by patrons. It is also available on the Library’s Facebook, the Library’s website, and available in physical copy at each PWRL location.
- Onaga’s Fall Festival will take place on October 14. The PWRL Onaga Branch Library plans to host an open house with crafts and a book sale.

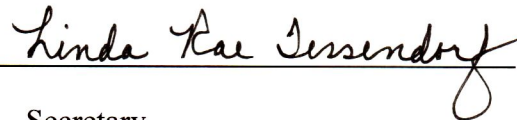
- NEW BUSINESS:
- POLICY UPDATE: Judith distributed draft copies of the suggested revisions to the PWRL Technology policy section for the Board to review. The Board will take action on this at the October Board meeting.
- KLA CONFERENCE – WICHITA – OCTOBER 24-26, 2018: Judith, Elizabeth, and Melanie will attend the annual KLA Conference in Wichita October 24-26. The conference offers opportunities to learn from other libraries, ~~the~~ issues currently impacting libraries as a whole, and to network on a state level.

- BOARD MEETING DATES FOR 2018: The next Library Board meeting will be held on Tuesday, October 30, 2018 at the St. Marys Branch Library and is scheduled to start at 5:30 PM.

- ADJOURNMENT: Paulette Simecka moved to adjourn the meeting. Nina Imthurn seconded the motion and the motion carried. The meeting was adjourned at 5:57 p.m.



Chairman



Secretary