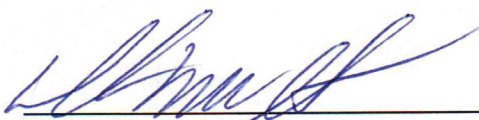


- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, September 28, 2016 at the Olsburg Mini Library.
- CALL TO ORDER: Chairman Deb McClain-Williams called the meeting to order at 5:30 p.m. Linda Tessendorf was Secretary. Others present 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 a Westmoreland area citizen was added as item C on the amended agenda. Sandie Jensen seconded the motion and the motion carried.
- REMARKS FROM CITIZEN: Mrs. Janet Goodenow addressed the Board at the beginning of the meeting in order to thank the Board for the extended hours at the Westmoreland Mini Library. Mrs. Goodenow left the meeting following a brief discussion during which the director invited her to meet the following day to coordinate and address any concerns.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE AUGUST 31, 2016 MEETING: Pam Bales moved that the minutes be approved as corrected. Sandie Jensen seconded the motion and the motion carried.
- CORRESPONDENCE AND COMMUNICATION:
 - Vivian Olson of St Marys sent a Thank You card to the Library Staff and Board for the basket she won as part of the end of the Summer Reading Program raffle.
 - Linda Montgomery of Harveyville sent a Thank You card to the Library Staff and Board for the work put in by staff and Sheila McKinzie, Harveyville librarian, for the Meet and Eat summer lunch program.
 - Linda Dorhman from the Delia Centennial Committee sent a Thank You card to the Library Staff and Board for the work put in by library staff, with the author's permission, to assist her in printing and binding a copy of Delia centennial: 1905-2005, which was originally only available on CD-ROM.
- REPORT OF TREASURER: The Library received ad valorem funds amounting to \$7,208.34 from Wabaunsee County. Of that amount, \$6,421.78 was allocated to the General Fund and \$786.56 was allocated to the Employee Benefits Fund. To date, a total of \$2,323.84 in ad valorem tax funds remains to be paid by Wabaunsee County, with \$2,037.69 to go to the General Fund and \$286.15 to go to Employee Benefits. A total of \$8,627 in ad valorem tax funds remains to be paid by Pottawatomie County, with \$7,212 to go to the General Fund and \$1,415 to go to Employee Benefits.
- 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.
- NCKL REP. REPORT – DIRECTOR:
 - The next NCKL Executive Board Meeting will be held tomorrow, September 29.
 - Judith attended an NCKL training session for supervisors on conflict resolution and communication on September 15th.
- REPORT OF DIRECTOR:
 - A staff meeting will be held at the St. Marys Headquarters on October 7.
 - In regards to the continued need for maintenance and repair at the Eskridge Branch location, Jan Brown, the Eskridge Librarian, submitted a list of needed repairs to Judith on September 20. On September 23, Judith left a message for the building owner to contact her regarding the list. On September 26, the building owner called to report that he had replaced ballasts and lightbulbs in all fixtures requiring them

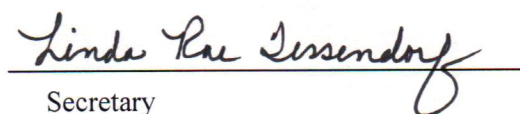
except for the one by the furnace room because of a need for additional parts. Jan confirmed these repairs. The firewall above the building's north wall still needs to be repaired.

- Johnston has stated he may be in negotiations to sell the building, but wished not to disclose more information about the matter until negotiations were complete. Pam Bales moved that the Board go into an Executive Session for 5 minutes to discuss the Eskridge lease. Paulette Simecka seconded the motion and the motion carried. The Board went into executive session at 5:53 p.m. and came out at 5:58 p.m. No action was taken.
- Judith reported that Vicky Jones, the PWRL Processing Clerks', father, Kenneth Shove, passed away. Vicky is on funeral leave for the 4 days allowed per library procedure. A card and memorial money from the Flower Fund were sent with condolences from library staff and the Board.
- On September 13, Judith interviewed two candidates for the open Assistant Librarian position at St. Marys. Judith hired Caitlin Santacroce. Caitlin started on Friday, September 16.
- On September 27, Judith interviewed and hired Jennifer Wenderott for the open Assistant Librarian position at Alma. Jennifer will start on October 5, and Judith will be in Alma that day to assist in training her.
- Elizabeth has been working on submitting the 472 ERATE Reimbursement Forms for internet and telephone services at all locations from July 2015-June 2016. Reimbursements are expected totaling \$7,920, which will be placed in CIF because the payments cover services from a previous fiscal year.
- UNFINISHED BUSINESS:
- WESTMORELAND SERVICE HOURS:
- There was an article placed in the Smoke Signal that reflected negatively on the Library and its efforts to work with the City of Westmoreland. Judith reported that she had no communication from Westmoreland City Council following the July Library Board meeting. She noted that she had contacted city clerk Vicky Zentner to clarify the groups concerns, and is scheduled to meet with the Westmoreland City Council at their regular meeting on October 13th. Wendi Rogers, the PWRL Mini Librarian / Route Driver will accompany Judith to this meeting.
- Wendi and Elizabeth created a flyer announcing the new Thursday hours at Westmoreland and highlighting Monday Storytime sessions. These flyers were to be sent home with students at the Westmoreland Elementary School. 170 copies of the flyer have since been distributed to the Rock Creek Schools.
- The new Thursday hours have also been promoted in the most recent Library Newsletter sent to all library patrons with e-mail addresses and is posted on the Library's Facebook page.
- Judith consulted with Freda Dobbins, former PWRL Director, and Jeff Hixon, Director of Statewide Services at the State Library of Kansas about the concerns at Westmoreland. The Pottawatomie Wabaunsee Regional Library is established under State Statute 12-1231 to 12-1235. The Pottawatomie Wabaunsee Regional Library is established at the county level and operates within the directive of these statutes. Mini Library locations were approved under the authority of the Library Board and established by agreement between the Board and the Communities served.
- Judith has asked Westmoreland Staff, Wendi Rogers and Sallie Force, to keep user statistics on patron attendance at the Westmoreland Mini Library location on both Mondays and Thursdays in order to get a realistic perspective on the practicality of the location's hours of operation. We will continue to collect statistics until the end of the trial period, and evaluate at that time. Statistics to date are as follow:
 - Thursday, September 15, 3:00-7:00, 7 adults, 1 child, and no patrons after 5:30 p.m.
 - Monday, September 19, 3:00-6:00, 4 adults, 4 children, one patron after 5:30 p.m.
 - Thursday, September 22, 3:00-7:00, 9 adults, 4 children, no patrons after 6:00 p.m.
 - Monday, September 26, 3:00-6:00, 6 adults, 4 children, no patrons after 5:30 p.m.

- Judith has still not received the specifications for the box holder mailing from Jim Moore, who suggested it at the July Library Board Meeting, and offered to fund the cost of the mailing at that time. Mrs. Goodenow told the Board during her remarks that Mr. Moore had been waiting for Judith to contact him, which she had in early August, but had been advised at that time he was on vacation and out of the country. Judith told the Board she would contact Jim Moore and clarify the status and specifications for the suggested box holder mailing in the coming month.
- PROGRAMS AND PROMOTIONS:
- The September 2016 PWRL Newsletter was sent out via MailChimp to all patrons who have e-mail addresses on file. The publication is also available on the library website, and has been printed and made available at all PWRL locations.
- Library staff has been working on news releases for the newspapers in their communities. Wendi, the Mini Librarian / Route Driver, has committed to preparing a small news release in the communities with Mini Libraries on a monthly basis. Jan Brown, Eskridge Branch Librarian, submitted a news release about volunteer, Beau Throchmorton, and the bike rack he built and donated to the Eskridge Branch Library.
- Kayla and Johnathan Savage donated the book, *Love You Forever* by Robert Munsch, in memory of their son, Marv Oney Savage. The couple said that they will continue to donate one book per year in memory of their son. A short news release on this donation was sent to the Wabaunsee County Signal Enterprise at the donor's request.
- St Marys High School's Homecoming will take place on Friday, September 30. Belinda Peters, the St. Marys Branch Librarian, will be representing the Library by driving the library van in the annual parade to take place that day.
- The Alma Branch Library will be holding a book sale during the Alma City-wide Rummage Sale on October 1 from 8:00 a.m.-Noon. The Alma Jam Session normally held at the Library on the first Saturday of the month has been canceled in lieu of live music entertainment provided at the City Park for the event.
- NEW BUSINESS:
- The annual conference for the Kansas Library Association will take place in Wichita on October 19-21. Judith, Belinda, and Elizabeth will be attending. Board members are also invited to attend. Pam Bales moved to allow the above-named to attend the KLA Conference in Wichita. Sandie Jensen seconded and the motion carried.
- Judith noted that the Library has applied for a continuing education grant through NCKLS for reimbursement of the conference registration fees.
- BOARD MEETING DATES FOR 2016: The next Library Board meeting will be held on Wednesday, October 26, 2016 at 5:30 P.M. at the St Marys Headquarters Library.
- ADJOURNMENT: Pam Bales moved to adjourn the meeting. Paulette Simecka seconded and the motion carried. The meeting was adjourned at 6:52 P.M.



Chairman



Secretary