

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Tuesday, October 25, 2022, at the PWRL St Marys Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:09 p.m. Present were Board Members: Alicia Matson, Paulette Simecka, Peggy Adams; Judith Cremer, Director, Rain Schultz-Pruner, Assistant Director, and Pat Weixelman, Pottawatomie County Commissioner. Stephanie Brock, Alicia Matson's mother, was also present.
- ADOPTION OF THE MEETING AGENDA: Pam Bales moved that the agenda be approved as presented. Alicia Matson seconded the motion, and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE SEPTEMBER 28, 2022 MEETING: Pam Bales moved that the minutes be approved as presented. Paulette Simecka seconded the motion, and the motion carried.
- CORRESPONDENCE AND COMMUNICATION: None.
- REPORT OF TREASURER: None
- APPROVAL OF BILLS: After Pam Bales moved to approve the bills. Peggy Adams seconded, and the motion carried.
- NCKL REP. REPORT: An NCKL Executive Committee meeting was hold on Thursday, October 20th. Judith was unable to attend as this was the day scheduled to move the majority of the collection at Alma from offsite storage back to the Library. Susan Moyer, Director at Junction City's Dorothy Bramlage Public Library chaired the meeting in her absence. NCKL is working on a plan to fully fund the platform and content costs for Overdrive's Sunflower eLibrary for all NCKL taxing libraries. Contracting Libraries may be able to join this group for additional savings and increased access. Judith will follow up with NCKL on the details of this initiative and how PWRL can best take advantage of the new opportunities.
- NCKL sent six staff members to help with returning the collection to the shelves at Alma on Friday, Oct. 21st. PWRL staff from all locations were also onsite that day, along with a few local volunteers. The Junior Easy collection was retrieved from storage that day and all books were evaluated, cleaned, and sorted. Work was also done in all other sections of the collection to evaluate condition and organize everything back into shelf list order. It was a long and exhausting process and everyone's help was very much appreciated.

- Duane Mayer, the NCKL Technology Consultant, was also onsite at Alma on Oct. 21st. He worked with technicians from WTC and together the network and internet connections were setup and restored at the Alma Branch Library during the course of that day.
- DIRECTOR'S REPORT: Judith reported that there are continuing staffing shortages across the library. Staff at most locations have been out with illnesses, resulting in the shuffling of remaining staff to keep the regular service hours covered. Everyone it seems is stretched thin all of the time.
- Judith learned in a conversation with the electrician doing work at the PWRL Alma Branch Library that John Whitaker, who owns the building housing the PWRL Eskridge Branch Library, had sold that building to his brother William. After discussion, Pam Bales moved to approve an updated lease agreement, with only the name of the owner changed, to accommodate the change in ownership. Paulette seconded the motion, and the motion carried.
- The Library received notification from USAC that PWRL's request to substitute different parts for the Category 2 equipment and networking project slated to add outside wireless access points at all PWRL locations has been approved. When the vendor was contacted to coordinate installation though we were told that the substituted parts are also not available. This is apparently due to a problem with the supply chain for computer chips. Once that issue has been resolved we will be able to move forward with this project. PWRL's e-rate application will allow the vendor to seek direct reimbursement for 70% of the cost of the project. Checks that cover PWRL's 30% have been included with the bills and will be sent to the vendor.
- PWRL was able to take advantage of some free library shelving that was being given away by the Kansas State Library's Talking Books Library in Emporia. Lori Beth Terrell, the PWRL Alma Branch Library, picked up 21 sections of steel library shelving with adjustable shelves on Monday October 24th. Five sections will be added to the storage room at Alma, Eleven sections were delivered to Eskridge for added shelving and storage, one unit will go to Harveyville, and the remaining four sections will go to Onaga.
- Judith attended the annual KPERS Employer webinar on Tuesday the Oct. 18th. Information about adding a Roth option to PWRL's KPERS 457 retirement plan was included in the training. She said she should investigate and bring the information back to the Board.
- Judith asked the Board to approve the hiring of contractual help to assist with PWRL's financial reports in the absence of a full time bookkeeper. After discussion, Pam Bales moved that the Board allow Judith to hire financial assistance on a contractual basis as needed. Peggy Adams seconded the motion and the motion carried.

- UNFINISHED BUSINESS:
- LIBRARY STAFFING: Hannah Harper, the Onaga Branch Librarian, has been out on Maternity Leave since the birth of Baby Josephine on Aug. 22nd. She took a little more than the anticipated six weeks, but we are excited to welcome them both back to the Library. Hannah and Josephine are tentatively planning to return on Tuesday November 1st. The Onaga Staff, including Janet Hulinsky, Jordan Abitz, and Lester Jenkins, stand ready to back Hannah up and we work out the logistics of this new arrangement. As an added plus for the Onaga location, the water lines have been repaired, the sidewalk is back in place, and the toilet in working order.
- The regular PWRL Staff Meeting scheduled for Friday, October 21st, was converted into a group work day at Alma as mentioned above. Staff from all locations contributed to the effort and a tremendous amount of work was accomplished.
- No applications for open positions at the Library have been received despite newspaper and Facebook ads. Judith said she would advertise at the Kansas Library Association (KLA) meeting later this week.

- ALMA BRANCH LIBRARY – RECOVERY EFFORTS:
- There was some confusion on the billing from S & S Contracting and Service Masters for assistance they provided with securing and handling the contents of the PWRL Alma Branch Library. PWRL paid S & S Contracting \$9,237.53 in September. \$5,472.50 was for labor and \$2,925.25 for the 700 boxes used to box the collection. These boxes were provided by ServiceMaster, and they had also sent an invoice for \$4,814.37 that included a cost for boxes. We had been told that ServiceMaster could wait until the Library received a payment from insurance and so their payment was postponed. This month the Library received a past due notice on that amount. After talking with all parties, and clarifying the details, John Walton from ServiceMaster determined that the Library was paid in full through the initial payment made to S & S Contracting.
- Whitaker Plumbing, Electrical, Heating & Cooling was subcontracted to do the electrical and networking work at the PWRL Alma Branch Library. Scheduling the work was apparently a challenge, but some work was completed on Oct. 17 – Oct. 19. They have subsequently installed eight (8) additional internet cable lines, two (2) power outlets, and a power pole for the circulation desk. There is a need still for a power outlet above the parking lot door for an automatic door opener. Judith has also talked to Ervan Stuewe about the lighting above the adult shelving. There are some isles that have insufficient lighting, and would benefit for additional lighting fixtures. The cost is a concern, but we will work with the Alma Area Foundation to find a solution for this problem as we move forward.

- PWRL purchased a new network cabinet, shelves, and a 24 port router to re-establish the computer and internet network at Alma. All the network components have been removed from the front desk staffing area to the supply room in the far back corner. As mentioned above, the network and internet was restored to the building on Friday, Oct. 21st. The wireless internet connection was also re-established and brought back into service. One staff computer is setup and working, as well as one patron computer. The telephone is working, but calls are still being routed to St. Marys until staff at Alma return to the Library on a regular schedule.
- Judith and Lori Beth worked to setup the process for cleaning and sorting the books as they were being returned from storage at the Alma Community Center on Wednesday, Oct. 19th. The new procedures were then tested by a group of Wabaunsee Junior High students who volunteered to start moving books back to the Library. This group managed to retrieve boxes containing Young Adult Fiction, DVDs, and Audiobooks. Each item was then cleaned, sorted, and loaded on carts. These carts were then pushed into the library and each item was placed on the newly reconstructed library shelves in roughly alphabetical order. Local resident Ed Dillingham assisted in this effort and proved to be an invaluable asset during a very exhausting moving day.
- The bulk of the books from the PWRL Alma Branch Library collection were moved on Thursday, Oct. 20th. Volunteers from the Wabaunsee County High School, PWRL staff from Alma and St. Marys, and many local volunteers all worked together using procedures that were refined by the work done the previous day. Everything was retrieved from the Alma Community Center except the Junior Easy books and technology storage boxes.
- The wooden shelves that hold the Junior Easy collection had not yet been re-assembled at this point. These shelves sustained some damage during the evacuation and may need to be replaced, but the contractors were subsequently able to get them set back up for use while replacement shelving is secured.
- The move back to the Library was a huge amount of work, and it would have been impossible to accomplish without the outpouring of volunteers willing to pitch in to get the job done. Library Staff will be forever grateful for this assistance, and hopefully everyone who participated will hold this experience in memories as the time that they helped get their Library back up and running!
- The 700 boxes used to box the collection while it was in storage were stacked outside the Library. After working at Harveyville on Saturday, Oct. 22nd, Judith came to Alma and moved the boxes inside the Library. Pam Bales received permission from the City of Alma to store the boxes pending future need.
- A soft re-opening of the PWRL Alma Branch Library is planned for Nov. 7th. Staff will be attending the Kansas Library Association Meeting in Wichita the remainder of this week.

Duane Mayer from NCKL will not be going to KLA and has agreed to work on getting the remainder of the work on the computer network and public computers done.

- Judith told the Board that she spoke with the Library Insurance Adjustor yesterday and is working with Lori Beth on a final list of items that were damaged and lost to submit to the Insurance Company. There is no word yet on the SEED Grant application that was completed to assist with replacing technology and furniture at the Alma Branch Library. Needed items will be ordered as soon as time allows.
- A Grand Re-Opening Celebration will be planned in conjunction with the Alma Area Foundation. We hope to do this in December, combining it with our annual Holiday Open House. It would be nice to have all the replacement items purchased and in place before the party, but Judith is unsure if there is enough time to accomplish everything. The consensus was that everything possible should be done to get things in place, but we would plan a holiday party to celebrate our re-opening in any case.
- LEASE AGREEMENT – ST. MARYS – In the midst of working with the Junior High Students to begin moving the collection at Alma on Oct. 19th, Judith received an email from the St. Marys City Manager. He stated that the St. Marys City Council discussed the lease for the building housing the PWRL St. Marys Headquarters Library at their Oct. 18th meeting, and the City was exploring the idea of withdrawing from the Regional Library System and starting a city library.
- Judith consulted with the Board, State Library, NCKL, and PWRL Staff about this situation to be sure that she understood and was interpreting the statutes governing the Library correctly. She replied to the City Manager and explained that PWRL, established at the two county level, has no provision in the statutes (12-1231 – 12-1235) for a city within a county to withdraw. If the city chooses to decline to renew the lease for the building it would be the Library Board's responsibility to decide where to move the headquarters library. All resources, including books, furniture, computers, and staff, would move with the Library. Tax funds for Library services are collected from the residents of St. Marys by the County for the Regional Library. Those funds would continue to be collected and continue to go to the Regional Library, whether the Headquarters remains in the community or not. It was noted too that if the Library is forced to move from St. Marys it would be a huge blow to the many residents that currently rely heavily on the resources and services provided by the Library. She asked that the St. Marys City Council take this fact into consideration as they discuss this issue.
- Judith told the Board that she spoke yesterday with the St. Marys City Manager. The library lease agreement is on the agenda for the Nov. 1st St. Marys City Council Meeting. She was told that this is a public meeting and the public is welcome to attend. After discussion Judith agreed to send the City Manager a copy of PWRL's policy and a copy of the report produced by the Material Review Committee in response to the request for

material reconsideration completed by a patron for the book *George* by Alex Gino. Both of these documents contain strong support for the rights and responsibilities of Parents and the promise of the Library to respect and enforce any guidelines or limitations requested by Parents for their own children.

- The St. Marys City Manager asked about the preference of alternative lease options including a 3 month lease, or a month to month lease. After discussion the matter was deferred until more is known. Judith will attend the St. Marys City Council Meeting on Nov. 1st. Paulette Simecka will also attend to represent the Board.

- NEW BUSINESS:
- 2021 LIBRARY AUDIT: Varney and Associates agreed to do the audit of the 2021 financial year for the Library, but the work has not been completed. We are now getting toward the end of the current financial year. Judith told the Board that she would contact the auditor, but asked the Board to investigate other options if things could not be worked out with Varney. Pam Bales moved that the Board approve moving to a different auditing firm, and paying up to the amount previously approved for Varney, if the audit cannot be accomplished by the current auditor in a timely fashion. Peggy Adams seconded the motion, and the motion carried.

- KLA CONFERENCE: WICHITA – OCT. 26-28, 2022: Six PWRL Staff members will be attending the annual Kansas Library Association (KLA) Conference in Wichita later this week. Those attending are Judith Cremer, Director; Rain Schultz-Pruner, Assistant Director; Colette Goldade, PWRL Collection Manager; Melanie Smith, St. Marys Branch Librarian; Lori Beth Terrell, Alma Branch Librarian; and Patty Knudson, Eskridge Branch Librarian.


- KANSAS READS TO PRESCHOOLERS: NOV. 26-28, 2022: The annual Kansas Reads to Preschoolers will take place November 14-19. This year's book selection for the one-book one state program is *Not a Box* by Antoinette Portis. Five sets of Story Walk posters have been created by PWRL which will be used to illustrate the book in each of the communities the Library serves. Special programs have been arranged at many preschools and daycares throughout the system to celebrate this week of reading.

- LIBRARY HOLIDAY HOURS: After discussion, Pam Bales moved that the Board approve the following permanent holiday hours. Each PWRL location will close at 3 p.m. on the Wednesday before Thanksgiving. PWRL will be closed on the Thursday, Friday, and Saturday of Thanksgiving week. Alicia Matson seconded the motion, and the motion carried.

- BOARD MEETING DATES FOR 2022: The next Library Board Meeting will be held on Wednesday, November 30, 2022, at the PWRL St. Marys Headquarters Library and is scheduled to start at 5:30 p.m.
- ADJOURNMENT: Pam Bales moved that the meeting be adjourned. Paulette Simecka seconded the motion, and the motion carried. The meeting was adjourned at 8:30 p.m.



Chairman



Secretary