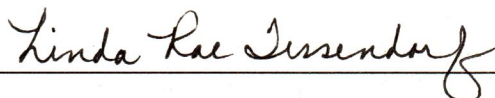


- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Tuesday, October 30, 2018, at the St. Marys Headquarters Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:30 p.m. Linda Tessendorf was Secretary. Paulette Simecka was Treasurer. Others present were board members: Nina Imthurn, Sandie Jensen; Pat Weixelman, Pottawatomie County Commissioner; Elizabeth Tschetter, Assistant Director; Judith Cremer, Director.
- ADOPTION OF THE MEETING AGENDA: Paulette Simecka moved that the agenda be approved as presented. Sandie Jensen seconded the motion and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE SEPTEMBER 26, 2018 MEETING: Nina Imthurn moved that the minutes be approved as corrected. Paulette Simecka seconded the motion and the motion carried.
- CORRESPONDENCE AND COMMUNICATION: None
- REPORT OF TREASURER: None
- 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 most recent NCKL Executive Committee meeting was held September 27. Judith was nominated and accepted to continue to fill the role of Executive Committee Chair.
 - The NCKL Executive Committee discussed and finalized a memorandum of understanding detailing the percentages of shared staff time and setting the costs to be paid by both Manhattan Public Library and NCKLS for shared space, equipment, technology, and supplies.
- REPORT OF DIRECTOR:
 - Judith distributed the updated and approved final copies of the Operations, Part II section of the Library's policy to the Board.
 - There was a staff meeting on October 19. The meeting allowed staff to prepare for Kansas Reads week including crafts and programming ideas. The Library has purchased a button maker that staff utilized during the meeting to create promotional items for the library.
 - The staff meeting also included a presentation by Chuck Clanahan from Homeland Security that focused on emergency procedures and active shooter scenarios. Per suggestions from Mr. Clanahan, the Library has updated emergency contact information for each location. At St. Marys, the exit signage has been improved, staff members have been instructed on the use of the interoffice intercom system, and smoke and carbon monoxide detectors have been inspected.
 - During the security assessment, it was strongly recommended that the library install and use a commercial security system at each location. After discussion, the Board asked that Judith investigate the cost and logistics of purchasing the system recommended by Mr. Clanahan.
 - Judith told the Board that she is pursuing a candidate to fill the Substitute position that will be vacated by Susan Magnet at the end of November. The service hours at Westmoreland may need to be adjusted to accommodate this change in staffing. Judith told the Board she would update them on the situation at the November meeting.
 - Staff reported several leaks in the roof at the Westmoreland Mini Library. The City of Westmoreland has advised that they are currently taking bids to fix the roof, as it is beyond simply patching the problem areas

- Joyce Mathies will complete her last day as the Alma Branch Librarian on October 31, 2018. The Alma Branch will host a reception for Joyce on that day to celebrate her twenty-two year career with the Library.
- The Library received notice from Blue Valley Telecommunications that the internet speed would be increasing from 30MB to 50MB without an increase in cost.
- The two online library catalog stations at St. Marys have been converted to use a Chromebit stick rather than a regular computer. A kiosk app has been paired with the Chromebit, which allows the library to provide exclusive access to the VERSO online catalog while restricting access to other internet sites that would require regulation under PWRL's Computer and Internet User Policy. The Library is looking into purchasing additional Chromebit systems to serve as dedicated catalog stations at our other PWRL locations.
- UNFINISHED BUSINESS:
- POLICY UPDATE – TECHNOLOGY
- After discussion, Sandi Jensen moved to amend and approve the PWRL Technology Policy as updated. Nina Imthurn seconded the motion and the motion carried.
- KLA CONFERENCE – WICHITA – OCTOBER 24-26, 2018: Judith, Elizabeth, and Melanie attended the annual KLA Conference in Wichita October 24-26. The consensus was that it was a good conference with a wide range of new information that will be put to good use at the Library. Judith noted that PWRL did receive NCKL continuing education grants totaling \$675 to reimburse for the KLA Conference's registration costs.
- NEW BUSINESS:
- ST. MARYS LEASE: The lease for the building housing the St. Marys Headquarters Library was finalized by the St. Marys City Council on October 16. The proposal for 2019 asked for no change in terms, including a continued rent amount of \$550/month. Paulette Simecka moved to approve the lease and allow the appropriate officers to sign. Sandie Jensen seconded the motion and the motion carried.
- POLICY UPDATE: Judith distributed draft copies of the suggested revisions to the PWRL Emergency Policy section for the Board to review. The Board is scheduled to take action on updates to the Emergency Policy at the November Board meeting.
- LIBRARY HOLIDAY HOURS: Nina Imthurn moved the Board allow all PWRL locations to be closed at 3:00 p.m. on November 21, 2018 in observance of Thanksgiving. Paulette Simecka seconded the motion and the motion carried.
- BOARD MEETING DATES FOR 2018: The next Library Board meeting will be held on Wednesday, November 28, 2018 at the St. Marys Branch Library and is scheduled to start at 5:30 PM.
- ADJOURNMENT: Sandie Jensen moved to adjourn the meeting. Paulette Simecka seconded the motion and the motion carried. The meeting was adjourned at 6:08 p.m.



Chairman



Secretary