

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, November 30, 2023, at the PWRL St Marys Headquarters Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:32 p.m. Present were Board Members: Paulette Simecka, Alice Hinck, Alicia Matson, Peggy Adams, Judith Cremer, Director, Rain Schultz-Pruner, Assistant Director, and Pat Weixelman, Pottawatomie County Commissioner. Bill Flannigan was also present.
- PUBLIC COMMENT: None.
- APPROVAL OF THE CONSENT AGENDA: Alice Hinck moved that the Board approve the consent agenda as presented, including the adoption of the meeting agenda, approval of minutes of the October 25, 2023 meeting, correspondence and communication, report of the treasurer, and approval of the financial reports and payment of bills. Joan Johnson seconded the motion and the motion carried.
- REPORT OF TREASURER: Paulette Simecka reported that the Pottawatomie County Financial Administrator has notified the library of the amount of the final ad valorem payment from Pottawatomie County for 2023. They have disbursed a check for \$16,355. Of that amount, \$13,765 is allocated to the General Fund and \$2,590 is allocated to the Employee Benefits Fund. The library has not yet received the physical check, but it is expected soon.
- NCKL REP. REPORT: The next NCKL Director's Meeting has been scheduled for December 30, 2023. The purpose of this meeting is primarily to do planning for the upcoming 2024 year. One momentous change taking place in 2024 is that NCKL will be going to quarterly in-person meetings. This is an exciting development, to get more meetings in person, but comes with its own challenges like travel time.
- NCKL REP. REPORT:
 - The last NCKL Executive Committee meeting was held via Zoom on Nov. 30, 2023. Sandy Wilkerson introduced Jan Johnson, the new NCKL System Consultant. Jan is taking over the position that Sandy held prior to her appointment as the new NCKL Director.
 - There was continued discussion of changes to the management structure of the statewide Sunflower eLibrary consortia. Participating libraries are now being asked to sign a Memorandum of Understanding. The main purpose of this document is to ensure that each member library expends all the funds intended to purchase digital content for the shared eBook and digital audiobook collection each calendar year. System Administrators will step in and purchase high demand materials for the shared collection if a participating library fails to expend all its content funding in any given year. The Board agreed by consensus to approve the proposed Sunflower eLibrary Memorandum of Understanding for Sunflower eLibrary.

- DIRECTOR'S REPORT:
- There was a problem concerning the Onaga Evergy Bill. Large vendors like Evergy are not at all open to adjusting their billing to coincide with the library's monthly payment cycle. Over the years, the Library has had to estimate and prepay these bills to avoid late charges and service interruptions. The positive balance that PWRL routinely kept with Evergy was recently reduced to try to keep the monthly payments closer to the billing amount. Unfortunately, because of the differences in the billing cycle, this created a delinquency in the account, and on Monday Evergy disconnected the power at Onaga.
- It took a little while to reach a person at Evergy so that we could explain the situation, including the fact that we had both staff and patrons freezing at the library. Evergy switched the power back on once we were able to make that connection. It was necessary to process an additional check and the payment to a revised November check register. This adjustment will again prepay the Onaga Evergy account to avoid issues in the future.
- There is an issue with the October balance, which occurred when a tax withholding payment was made twice. The discrepancy was caught and has been reported. We will make the necessary adjustments as part of the next payroll cycle.
- Judith shared a letter that Melanie, the St. Marys Branch Librarian, received from a young patron at our St Marys location for Thanksgiving. The letter thanked the library staff for everything they do. It was a great reminder of why the Library and its staff do the job we do, and why it is important to keep doing it.
- Salina Blueprint picked up the majority of the St. Mary's College collection this month. The remaining boxes were delivered by St. Marys staff so that work could be started on scanning the document. PWRL received a Kansas Digital Access to Historic Records (KDAHR) grant of \$5,000 to support half the cost of completing the *St. Mary's College Records Digitization Project*. Judith will complete the required metadata work and coordinate with Salina Blueprint and the Kansas State Historical Society on this project.
- Mercury Broadband continues to provide poor service at both Eskridge and Harveyville. The last big problem involved an outage in phone service at Harveyville. After trying to troubleshoot remotely for nearly a month Judith met a technician at Harveyville to address the outage. It took a five-minute call to ask tech support to make an adjustment on their end to repair the phone outage. Judith spoke at length with the tech about problems with internet speed. The Mercury technician declined to make any changes to the network or equipment but said he would have his supervisor contact Duane Mayer at NCKL later that day to discuss workable solutions. Duane was remotely present by phone during that conversation. Duane never got a call, and no changes were made. When the Mercury bill came, there was a \$75 dollar service charge for a service call, even though the only issue that the Mercury Tech addressed was a configuration problem with Mercury equipment.
- William Whitaker, the owner of the building housing the PWRL Eskridge Branch Library, replaced some lightbulbs this month. This was one of the things on the list of necessary repairs, but there is still a long way to go on that list. The roof work was not done during the repair season, so Library staff will have to deal with water leaks and potential damage until he can get something done.

- Lester Jenkins, the Onaga Substitute Librarian, has notified Judith that he is actively looking for a full-time job. The Onaga Assistant Branch Librarian position is still open, and Lester has been covering both those hours in addition to his own hours. This development makes filling that open position even more important.
Susan Goldade, who has done the Janitorial work at the St. Marys location for the past year, has also give notice. This is a contractual position that pays \$150 per month. The amount paid is not consistent with the amount of work that is required from the person in the position, so it may be hard to find a replacement.
- UNFINISHED BUSINESS:
- ST. MARYS ADVISORY COMMITTEE:
- Bill Flannigan presented an update to the Board on the activities of the St. Marys Library Advisory Committee. The biggest development was the recent action taken by the St Marys city commission when they voted to renew the lease for the building housing the PWRL St. Marys Headquarters Library for 2024. The report also touched on an unfortunate increase in media interest that developed following that meeting. Several articles critical of decisions to remove books from the St. Marys library shelves were printed. Judith noted that the intention for creating the St. Marys Advisory Committee was to help increase understanding between the library and the community. The Board, in their capacity as the policy makers for the Library, formally appointed the committee members and tasked them with that job. The committee carried out their review of the collection in a systematic way, consistent with the spirit of PWRL's existing policy for material reconsideration. Library staff was fully involved in the review process, and all decisions were made with the intent of improving the collection and services provided by the Library.
- LEASE AGREEMENT – ST MARYS: After discussion, Paulette Simecka moved that the Board approve the offered lease agreement for the building housing the PWRL St. Marys Headquarters Library. Peggy Adams seconded the motion and the motion carried.
- KANSAS READS TO PRESCHOOLERS CELEBRATION – NOV 2023:
- Libraries statewide sponsored activities to support the 2023 Kansas Reads to Preschoolers Program during the month of November. Studies show that the more you read to a child, the better they are prepared for learning to read and succeeding in school and in life. PWRL asked all those who have young children in their lives to do their part by bringing them to a Library program and joining the reading celebration. Storywalks and special Kansas Reads storytimes were held at all PWRL locations as part of this one book one state initiative.
- PWRL also hosting Karla Bauer at PWRL's Alma, Eskridge, Onaga, St. Marys, and Westmoreland locations as part of our Kansas Reads events. Karla is featured artist sponsored by the Kansas Creative Arts and Industries Commission (KCAIC) and the National Endowment for the Arts Organization. PWRL will receive grant funding through the KCAIC to cover the cost of her programs.

- NEW BUSINESS:
- ECF/E-RATE TECHNOLOGY PROJECTS: There were additional delays in requesting the final ECF funding to reimburse for the cost of the data for the Internet hotspots that PWRL was able to add to the circulating collection through an earlier grant. PWRL has again been forced to file a post commitment request to change the billing type on our original application from one time to month-to-month. The purchase we made was a onetime upfront purchase of a year of unlimited data for each of the 100 hotspot. We explained this from the beginning and we received approval to make the purchase. The rules, or their interpretation, has since changed though. The ECF reviewers now will not give us any option to go forward in seeking reimbursement without first making this adjustment. Judith has filed the post commitment request application, but there is no timeline on when it will be approved.
- The renewal date for the data plans for the hotspots is December 5th. PWRL has received none of the \$12,000 reimbursement that was approved by the ECF but is currently waiting re-approval under the above described post commitment request application. Judith asked for guidance. The Board directed Judith to attempt to negotiate an extension on the data plan with Mobile Citizen so that patrons will be able to continue using the devices and service. The Board also decided that payment of the \$12,000 for the hotspot data renewal must wait until the ECF releases the funds to the Library.
- LIBRARY AUDIT: The Communication and Statement letters for the 2021 Audit were included with the Board Packet. Judith provided the Board copies of the financial statement for that audit at the meeting. The letter noted that there were no significant difficulties encountered in performing and completing the audit.
- A reconciliation issue that the auditor mentioned in the communication letter has since been resolved when the Board revised the bylaws earlier this year. This change allows staff to prepare the financial report for the Board at the end of the month, rather than at mid-month, so that inconsistencies in bookkeeping will be avoided. The auditor recommended some additional policy changes and the Board agreed they would look at them next year
- After discussion, Peggy Adams moved that the Board approve the 2021 PWRL Audit. Paulette Simecka seconded the motion and the motion carried. The payment for the 2021 audit was included with the November bills.
- Judith and Genevieve have gathered and submitted the requested documents to complete the 2022 Library Audit. Once Judith notifies the Auditor that the Board has approved the 2021 Audit, he can begin work on the 2022 Audit. Since the Board does not meet in December Judith will sent 2022 audit report with the December Board packet. The payment for the 2022 Audit will be included with the December Bills and the Boards consent to approve the 2022 Library Audit will be added to the December consent card. This will put the Library into compliance on the audit and allow Library Staff to meet again with the auditor to refine our financial procedure and provide information for completing the 2023 Library audit. The goal is to have all that done by the end of March 2024.

- RESOLUTION ON THE GAAP WAIVER FOR THE 2023 FINANCIAL YEAR: After Discussion Alicia Matson moved that the board approve a resolution for a GAAP Waiver and allow the appropriate officers to sign. Alice Hinck seconded the motion and the motion carried. This resolution will allow the auditor to prepare the annual audit for the 2023 financial year using a cash basis format.
- DIRECTOR'S CONTRACT & VACATION: Alicia Matson moved that the Board go into Executive Session to discuss non-elected personnel, regarding the Director's evaluation and contract, with only the Board present. Joan Johnson seconded the motion and the motion carried. The board went into executive session at 6:38 p.m. and came out at 7:05 p.m.
- The Board discussed the Director's proposed contract for 2024. The salary in the proposal is equal to the amount budgeted for the Director's salary in the 2024 Library Budget. The proposal includes 24 days of earned vacation time, as allowed per library policy for a director having worked for twenty years or more for the Library. After discussion, Alicia Matson moved that the board offer the current director the proposed contract for 2024. Alice Hinck seconded the motion and the motion carried.
- Judith Cremer, the current PWRL Director, accepted the Board's offer of the Director's Contract for 2024.
- 2024 PAYROLL: After discussion, Peggy Adams moved that the board approve the 2024 payroll not to exceed \$522,120.00, which includes both the general and employee benefit funds. Joan Johnson seconded the motion and the motion carried. This motion allows EFT transfers for payroll in 2024, even if any issues with scheduling, or the lack of a quorum, were to prevent a regular board meeting.
- STATE GRANTS-IN-AID: Paulette Simecka moved that the Board approve the 2024 State Grants-In-Aid application and that the appropriate officer be allowed to sign the application when it is received if a signature is required. Alicia Matson seconded, and the motion carried.
- CAPITAL IMPROVEMENT FUND: Alice Hinck moved that any unexpended amounts in the 2023 general and employee benefits funds be transferred into PWRL's capital improvement fund once the financial year has been closed. Paulette Simecka seconded the motion and the motion carried.
- CIVIL RIGHTS COMPLIANCE FORM: Joan Johnson moved that the board allow the appropriate officers to sign the Civil Rights Compliance Forms when they arrive if signatures are required. Peggy Adams seconded, and the motion carried.

- **HOLIDAY OPEN HOUSES @ THE LIBRARY:** Holiday Open Houses are tentatively scheduled at each PWRL location as follows:

Location	Date	Time
Onaga	Sunday, Dec. 3, 2023	11:00 a.m. – 2:00 p.m.
Alma	Friday, Dec. 08, 2023	10:00 a.m. – 2:00 p.m.
Eskridge	Monday, Dec. 11, 2023	10:00 a.m. – 6:00 p.m.
Harveyville	Tuesday, Dec. 11, 2023	11:00 a.m. – 2:00 p.m.
Harveyville	Saturday, Dec. 16, 2023	10:00 a.m. – 12:00 p.m.
Alta Vista	Wednesday, Dec. 13, 2023	11:00 a.m. – 6:00 p.m.
Olsburg	Thursday, Dec. 14, 2023	11:00 a.m. – 3:00 p.m.; 5 p.m. – 7 p.m.
Westmoreland	Monday, Dec. 11, 2023	11:00 a.m. – 3:00 p.m.
St. Marys	Tuesday, Dec. 19, 2023	11:00 a.m. Storytime; 1:00 p.m. – 3:00 p.m.

- **BOARD MEETING DATES FOR 2024:** There is no Board Meeting scheduled for December. The December Board Packet will be emailed to the Board on Wednesday, December 13th. The plan for check signing is as follows: The checks will be ready for signature on Thursday, December 14th. Peggy Adams and Paulette Simecka will come to the library at St. Marys and sign the checks on that day. If circumstances change, we will need to reach out and coordinate with other Board members to the December checks signed.
- The January Library Board Meeting will be held on Wednesday January 31, at 5:30 p.m., at the PWRL St Marys Branch Library. This will be the first Library Board Meeting for 2024.
- **ADJOURNMENT:** Pam Bales moved that the Board Meeting be adjourned. Alicia Matson seconded the motion, and the motion carried. The meeting adjourned at 7:20 p.m.



 Chairman



 Secretary